



**STATE ENERGY PROGRAM**

**INDUSTRIAL ENERGY EFFICIENT  
TECHNOLOGY DEMONSTRATION**

**Request for Proposals**

**Response Due: April 6, 2012**

**Michigan Energy Office  
Michigan Economic Development Corporation  
300 N. Washington Sq  
Lansing, MI 48913**

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# Industrial Energy Efficient Technology Demonstration Request for Proposals

## PART I

### GENERAL INFORMATION

#### I-A Purpose

The Michigan Energy Office (MEO) is offering businesses, currently located in Michigan, matching grants for projects that will demonstrate innovative industrial energy efficient technologies not yet widely adopted in Michigan. The purpose for the Industrial Energy Efficient Technology Demonstration grant program is to drive adoption of these innovative technologies by industry and others in Michigan through real world demonstrations and in-depth documentation and information outreach.

#### I-B Eligibility Requirements

Any business physically located in Michigan, or a business that relocates to Michigan by the time of the award, is eligible to apply.

#### I-C Issuing Office and Funding Source

This Request for Proposal (RFP) has been issued by the MEO. For purposes of grant administration the MEO is the point of contact for this RFP. The State Energy Program Administrator is the contact person within the MEO:

Robert Jackson  
Michigan Energy Office  
Michigan Economic Development Corporation  
300 N. Washington Sq  
Lansing, MI 48913

#### I-D Grant Award

A total of \$200,000 in State Energy Program funding is expected to be available. Note: The use of these grant funds are limited to equipment purchases and other costs directly associated with the purchase and installation of equipment such as materials, supplies, and contractual services. A **fifty percent (50%) match is required** of the total allowable project costs (i.e. the sum of the State Energy Program share and the recipient share of allowable costs equals the total allowable project costs). (Additionally see Section I-U). Matching funds (cash and/or in-kind) must be applied to direct project costs and cannot be from a MEO funding source.

The MEO will undertake grant award negotiations with applicants whose proposals show them to be best qualified, responsible, and capable of achieving the purpose, objectives, and tasks outlined by this RFP (see Part III). Funds must be expended by September 30, 2012.

I-E Rejection of Proposals

The State reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the State. The State will not award a grant solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

I-F Incurring Costs

The State of Michigan is not liable for any cost incurred by an applicant prior to issuance of a grant agreement.

I-G Preproposal Conference

No preproposal conference will be held for this RFP. Any inquiries should be submitted as outlined in Section I-H.

I-H Inquiries

Questions that arise as a result of this RFP must be submitted to the Issuing Office by email only. Telephonic questions cannot be answered. All questions must be submitted on or before 5:00 PM, March 27th, 2012. Submit questions to Robert Jackson, Email: [jacksonr1@michigan.gov](mailto:jacksonr1@michigan.gov).

I-I Changes to the RFP

Written answers to questions will be provided to all prospective applicants at the MEO website at <http://www.michigan.gov/dleg/0,1607,7-154-25676---,00.html> by March 28<sup>th</sup>, 2012.

I-J Response Date

**Proposals must arrive at the Issuing Office by 5:00 p.m. on Friday, April 6<sup>th</sup>, 2012.**

Mail proposals to: Robert Jackson, MEO, 300 N. Washington Sq, Lansing, Michigan, 48913; Hand delivery: MEO, 300 N. Washington Sq, 2<sup>nd</sup> floor Lansing, Michigan, 48913. Applicants mailing proposals should allow normal delivery time to ensure timely receipt of their proposal. Proposals may also be emailed to [jacksonr1@michigan.gov](mailto:jacksonr1@michigan.gov). Proposals must be submitted as complete documents. Additional information pertaining to a proposal received after the due date will not be accepted.

I-K Proposals

To be considered, applicants must submit a complete response to this RFP, using the format provided in Part V. An original signature copy plus two additional hard copies and one electronic copy of each proposal must be submitted to the Issuing Office. A PDF document on a compact disc is the preferred electronic copy. A PDF document with a signature block can also be emailed to [jacksonr1@michigan.gov](mailto:jacksonr1@michigan.gov). No other distribution of proposals shall be made by these applicants. An official who is authorized to bind the applicant to its provisions must sign the proposal. For this RFP, the proposal must remain valid for at least sixty days.

I-L Acceptance of Proposal Content

The contents of this RFP and the proposal of the selected applicant become grant obligations if an award ensues. Failure of the selected applicant to accept these obligations will result in cancellation of the award. The State reserves the right to reject any and all proposals received as a result of this RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the state.

The successful applicant(s) will be required to enter into a grant agreement with the State within 30 days of being awarded funding. The agreement consists of standard contract language, applicant's work plan, timetable, and budget information, a compensation clause that adheres to guidelines in this solicitation, and terms and conditions that outline some of the requirements.

I-M Economy of Preparation

Proposals should be prepared simply and economically, providing a straight-forward, concise description of the applicant's ability to meet the requirements of the RFP. Professional bindings, colored displays, promotional materials, and so forth, are not desired. Emphasis should be on completeness and clarity of content.

I-N Oral Presentation

Applicants may be required to make an oral presentation of their proposal to the State. These presentations provide opportunity for the applicant to clarify the proposal to insure thorough mutual understanding. The Issuing Office will schedule these presentations.

I-O Prime Applicant Responsibilities

The selected applicant will be required to assume responsibility for all grant activities offered in the proposal whether or not that applicant performs them. Further, the State will consider the selected applicant to be the sole point of contact with regard to grant matters, including, but not limited to payment of any and all costs resulting from the anticipated grant. If any part of the work is to be subcontracted, the Grantee must notify the State and identify the subcontractor(s), including firm name and address, contact person, complete description of work to be subcontracted, and descriptive information concerning subcontractor's organizational abilities. The State reserves the right to approve subcontractors for the project and to require the Grantee to replace subcontractors found to be unacceptable. The Grantee is totally responsible for adherence by the subcontractor to all provisions of the Grant.

I-P Grant Payment Schedule

Payment for any grant entered into as a result of this RFP will be made according to the following:

Progress payments up to a total of 85 percent of the state grant amount may be made to the grantee upon receipt and approval by the Project Manager of a billing statement stating that the work for which payment is requested has been performed in accordance with the terms of the grant. All invoices or other documentation sufficient to reflect properly all costs claimed to have been incurred and match received in performing this grant, shall be

submitted with each billing statement. The payment of the final 15 percent of the grant amount shall be made only after the Project Manager and the Grand Administrator have received and approved the final report.

I-Q News Releases

News releases pertaining to this RFP or the project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

I-R Disclosure of Proposal Contents

All information in a bidder's proposal and any Grant resulting from this RFP is subject to the provisions of the Freedom of Information Act, 1976 Public Act No. 442, as amended, MCL 15.231, et seq..

I-S Copyrighted Materials

The selected applicants shall agree to grant to the State a nonexclusive, irrevocable license to reproduce, translate, publish, use, and dispose of all material developed as a result of this project. The selected applicants shall further agree not to copyright any material developed as a result of the project.

I-T Ineligible Applicants

Federal, state, and local government agencies, institutions of higher education, and 501(c) organizations are ineligible, but may partner or serve as a subcontractor to an eligible applicant.

I-U Matching Fund Requirements

As the State Energy Program is required to leverage funds to the maximum achievable level, a **fifty percent (50%) match is required** of the total allowable project costs (i.e. the sum of the State Energy Program share and the recipient share of allowable costs equals the total allowable project costs).

NOTE: Applicant may use dollars, in-kind goods and services, and/or third party contributions for meeting their matching obligations under the program. Funds derived from other state of Michigan competitive grants are eligible. However, federal funds and funds or services awarded from the MEO are not eligible as applicant match under this RFP.

Matching funds must be secured at the time the proposal is submitted. Matching funds are considered secured in the following situations:

1. The entity that submits the proposal is also providing the matching funds.
2. The entity applying for the funds lists the source of the match and has documentation of that match. That documentation should be in the form of a Letter of Commitment that identifies how much money and/or staff time the organization is committed to providing toward the grant project, and a Financial Statement on the solvency of the organization.



I-V Ineligible Costs

1. Activities initiated prior to execution of the grant agreement, including applicant's cost for preparing the financial assistance application.
2. Sick pay, vacation pay, holiday pay, payroll taxes, vehicles, computers, real property (e.g. land and buildings) parking, tuition reimbursement/remission, vehicle allowance, car rental, seminars, conferences, meetings, subscriptions, dues, and memberships.
3. Construction or repair of buildings or structures.
4. Activities undertaken after the financial agreement has expired.

I-W Contract Reimbursement for Project Expenses

Contracts entered into by the Prime Applicant cannot extend beyond September 30th. Applicants will be expected to make their own payments for materials, equipment, supplies, personnel, or other project expenditures and, subsequently, provide to the MEO detailed requests for reimbursement. These requests will document expenditures made, equipment purchased, and other eligible expenses incurred.

I-X Partner Responsibilities

Organizations partnering with selected applicant(s) must comply with the requirements of the solicitation and will be held to the same standards as prime applicants. Partnering organizations must respond to Part V, Information Required from Applicant, and must make grant/project accounting records available for audit by the State in accordance with Part II, Section II-G, Accounting, and Section II-H, Audit. Organizations partnering with selected applicant(s) must enter into a partnership agreement. A copy of the partnership agreement must be provided to the Grant Administrator. Partnering organizations may be non-profit or for-profit entities.

I-Y Project Clarifications/Revisions

During the proposal review process, applicants may be contacted for clarification and for the purpose of negotiating changes in project activities, timetables, and budgeted costs. The Issuing Office reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of, the proposed project.

I-Z State Historic Preservation Office (SHPO) Review

Prior to the expenditure of federal funds, all projects involving ground-disturbing activity (e.g. excavation, grading, tree removals, utility installation) or work on building(s) that are fifty years of age or older (e.g. physical, structural, and other alterations) must undergo review in accordance with Section 106 of the National Historic Preservation Act of 1966 (Section 106 Review), regardless of the historic significance of the project building(s). The purpose of Section 106 Review is to avoid adverse impacts to historic properties that are listed in or *eligible* for listing in the National Register of Historic Places, including archaeological sites, structures and buildings. To be clear, if you are conducting ground-disturbing activity or work on a building(s) that is at least fifty years of age or older you must complete in full the MEO/State Historic Preservation Office Application for Section 106 Review (see Attachment 3). The review process must be completed prior to the expenditure of federal funds. Due to the number of applicants and competition for this

program, as well as the short time frame, no project will be considered for funding that results in an adverse effect to a historic property. However, projects may be modified to avoid adverse effects.

Is your building or structure:

- ☐ A. Fifty years of age or older?
- ☐ B. Listed or eligible for listing on the National Register of Historic Places?
- ☐ C. Located in a historic district or eligible historic district?
- ☐ D. Does your project involve ground disturbing activity?

If so, please complete the attached form ([Attachment 3](#)) and include photo(s) of the exterior of the building and any interior where building-related work will take place.

**I-AA National Environmental Policy Act Requirements**

A completed National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq) Environmental Checklist form EF1 must be submitted with the application (see [Attachment 4](#) for NEPA Checklist requirements). Please note that only Categorical Excluded projects (projects not requiring an Environmental Assessment) will be considered.

**I-BB Davis – Bacon Act Requirements**

The Davis-Bacon Act requires all laborer and mechanics that are non-government employees, to receive prevailing wages. This requires that the US Department of Labor (DOL) wage rate report is included with agreements that are affected by the Davis-Bacon Act requirement. All positions must be classified that are part of the job related to an agreement subject to the Davis-Bacon Act. Also, weekly time reporting and required forms are listed in [Attachment 6](#).

Applicants must also be aware of additional information on Davis Bacon requirements at: [http://www.michigan.gov/documents/dleg/DBA\\_Clauses\\_Approved\\_by\\_DOL\\_11.06.2009\\_303578\\_7.pdf](http://www.michigan.gov/documents/dleg/DBA_Clauses_Approved_by_DOL_11.06.2009_303578_7.pdf)

**I-CC State Energy Program Requirements**

Applicant(s) **must** propose only those projects which can be completed (funds expended) by **September 30, 2012**. A final report of the project must be provided no later than 15 days after funds are expended.

Note: To ensure the effective use of funds, the MEO will evaluate proposals based on the projected results of energy savings per dollar invested. Applicants are strongly encouraged to propose energy efficient technologies that will achieve no less than 10 million source BTUs saved annually per \$1,000 spent.

Successful proposals must focus on meeting the following performance metrics:

1. Jobs created, and/or retained
2. Energy saved
3. Greenhouse Gas (GHG) emissions reduced
4. Energy cost savings
5. Funds leveraged

## **PART II**

### **GENERAL PROVISIONS**

**II-A Project Changes**

Grantee recipient must obtain prior written approval for major project changes from the Grant Administrator.

**II-B Record Retention**

The Grantee shall retain all financial records, supporting documents, statistical records, and all other pertinent records for a period of seven years or greater as provided by law following the creation of the records or documents.

**II-C Project Income**

To the extent that it can be determined that interest was earned on advances of funds, such interest shall be remitted to the Grantor. All other program income shall either be added to the project budget and used to further eligible program objectives or deducted from the total program budget for the purpose of determining the amount of reimbursable costs. The final determination shall be made by the Grant Administrator.

**II-D Share-in-savings**

The Grantor expects to share in any cost savings realized by the Grantee. Therefore, final Grantee reimbursement will be based on actual expenditures. Exceptions to this requirement must be approved in writing by the Grant Administrator.

**II-E Order of Spending**

Unless otherwise required, Grantee shall expend funds in the following order: 1) private or local funds; 2) federal funds; and 3) state funds. Grantee is responsible for securing any required matching funds from sources other than the State.

**II-F Purchase of Equipment**

The purchase of equipment not specifically listed in the Budget, Attachment 8, must have prior written approval of the Project Administrator. Equipment is defined as nonexpendable personal property having a useful life of more than one year and a true value of \$1,000 or more. Such equipment shall be retained by the Grantee unless otherwise specified at the time of approval.

**II-G Accounting**

The Grantee shall adhere to the Generally Accepted Accounting Principles and shall maintain records which will allow, at a minimum, for the comparison of actual outlays with budgeted amounts. The Grantee's overall financial management system must ensure effective control over and accountability for all funds received. Accounting records must be supported by source documentation including, but not limited to, balance sheets, general ledgers, time sheets, and invoices. The expenditure of state funds shall be reported by line item and compared to the Budget.

## II-H Audit

The Grantee agrees that the State may, upon 24-hour notice, perform an audit and/or monitoring review at Grantee's location(s) to determine if the Grantee is complying with the requirements of the Agreement. The Grantee agrees to cooperate with the State during the audit and/or monitoring review, and produce all records and documentation that verifies compliance with the Agreement requirements. The State may require the completion of an audit before final payment.

If the Grantee is a governmental or nonprofit organization and expends the minimum level specified in the Office of Management and Budget (OMB) Circular A-133 (\$500,000 as of June 27, 2003) or more in total federal funds in its fiscal year, then Grantee is required to submit a Single Audit report to all agencies that provided federal funds to the entity during the fiscal year being audited.

If the Grantee is a commercial or for profit organization which is a recipient of Workforce Investment Act Title I funds and expends more than the minimum level specified in the OMB Circular A-133 (\$500,000 as of June 27, 2003), then the Grantee must have either an organization-wide audit conducted in accordance with A-133 or a program specific financial and compliance audit conducted. Section .320(a) of OMB Circular A-133 states the Single Audit Report must be submitted to the Grantor within 90 days after the completion of the audit, but no later than nine months after the end of the Grantee's fiscal year.

## II-I Competitive Bidding

The Grantee agrees that all procurement transactions involving the use of state funds shall be conducted in a manner that provides maximum open and free competition. When competitive selection is not feasible or practical, the Grantee agrees to obtain the written approval of the Grant Administrator before making a sole source selection. Sole source contracts should be negotiated to the extent that such negotiation is possible.

## II-J Liability

The State is not liable for any costs incurred by the Grantee before the start date or after the end date of this Agreement. Liability of the State is limited to the terms and conditions of this Agreement and the grant amount.

## II-K Intellectual Property

Grantee grants to the State a nonexclusive, royalty-free, site-wide, irrevocable, transferable license to use the deliverables and related documentation according to the terms and conditions of this Agreement. For the purposes of this license, "site-wide" includes any State of Michigan office regardless of its physical location.

The State may modify the deliverable and may combine the deliverable with other programs or materials to form a derivative work. The State will own and hold all copyright, trademarks, patent, and other intellectual property rights in any derivative work, excluding any rights or interest in deliverable other than those granted in this Agreement.

The State may copy each deliverable to multiple hard drives or networks unless otherwise agreed by the parties.

The State will make and maintain no more than one archival copy of each deliverable, and each copy will contain all legends and notices, and will be subject to the same conditions and restrictions as the original. The State may also make copies of the deliverable in the course of routine backups for the purpose of recovery of contents.

In the event that the Grantee shall, for any reason, cease to conduct business, or cease to support the Deliverable, the State shall have the right to convert these licenses into perpetual licenses, with rights of quiet enjoyment, but subject to payment obligations not to exceed the then current rates.

#### II-L Safety

The Grantee, all contractors, and subcontractors are responsible for insuring that all precautions are exercised at all times for the protection of persons and property. Safety provisions of all applicable laws and building and construction codes shall be observed. The Grantee, contractors, and every subcontractor are responsible for compliance with all federal, state, and local laws and regulations in any manner affecting the work or performance of this Agreement and shall at all times carefully observe and comply with all rules, ordinances, and regulations. The Grantee, all contractors, and subcontractors shall secure all necessary certificates and permits from municipal or other public authorities as may be required in connection with the performance of this Agreement.

#### II-M Indemnification

##### 1. General Indemnification

To the extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the State from liability, including all claims and losses, and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest, and penalties), accruing or resulting to any person, firm or corporation that may be injured or damaged by the Grantee in the performance of this Agreement and that are attributable to the negligence or tortious acts of the Grantee or any of its subcontractors, or by anyone else for whose acts any of them may be liable.

##### 2. Employee Indemnification

In any and all claims against the State, its departments, divisions, agencies, sections, commissions, officers, employees, and agents, by any employee of the Grantee or any of its subcontractors, the indemnification obligation under the Agreement shall not be limited in any way by the amount or type of damages, compensation, or benefits payable by or for the Grantee or any of its subcontractors under worker's disability compensation acts, disability benefit acts or other employee benefit acts. This indemnification clause is intended to be comprehensive. Any overlap in provisions, or the fact that greater specificity is provided as to some categories of

risk, is not intended to limit the scope of indemnification under any other provisions.

3. Patent/Copyright Infringement Indemnification

To the extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the State from and against all losses, liabilities, damages (including taxes), and all related costs and expenses (including reasonable attorneys' fees and costs of investigation, litigation, settlement, judgments, interest, and penalties) incurred in connection with any action or proceeding threatened or brought against the State to the extent that such action or proceeding is based on a claim that any piece of equipment, software, commodity or service developed or supplied by the Grantee or its subcontractors, or the operation of such equipment, software, commodity or service, or the use or reproduction of any documentation provided with such equipment, software, commodity or service infringes any United States patent, copyright, trademark or trade secret of any person or entity, which is enforceable under the laws of the United States.

The Grantee's duty to indemnify pursuant to this section continues in full force and effect, notwithstanding the expiration or early cancellation of the Agreement, with respect to any claims based on facts or conditions that occurred before expiration or cancellation.

II-N Cancellation

The State may terminate this Agreement without further liability or penalty to the State, its departments, divisions, agencies, offices, commissions, officers, agents, and employees for any of the following reasons:

1. Termination for Cause

In the event that the Grantee breaches any of its material duties or obligations under this Agreement or poses a serious and imminent threat to the health and safety of any person, or the imminent loss, damage, or destruction of any real or tangible personal property, the State may terminate this Agreement immediately in whole or in part, for cause, as of the date specified in the notice of termination. In the event that this Agreement is terminated for cause, in addition to any legal remedies otherwise available to the State by law or equity, the Grantee shall be responsible for all costs incurred by the State in terminating this Agreement, including but not limited to, State administrative costs, reasonable attorneys' fees and court costs, and any reasonable additional costs the State may incur.

2. Termination for Convenience

The State may terminate this Agreement for its convenience, in whole or part, if the State determines that such a termination is in the State's best interest. Reasons for such termination shall be left to the sole discretion of the State and may include, but not necessarily be limited to: a) the State no longer needs the services or products specified in the Agreement; and b) relocation of office, program changes, changes in laws, rules, or regulations make implementation of the services no longer practical or feasible. The State may terminate this Agreement for its convenience,

in whole or in part, by giving Grantee written notice at least thirty (30) days prior to the date of termination. If the State chooses to terminate this Agreement in part, the budget shall be equitably adjusted to reflect those reductions.

3. Non-appropriation

Grantee acknowledges that continuation of this Agreement is subject to appropriation or availability of funds for this Agreement. If funds to enable the State to effect continued payment under this Agreement are not appropriated or otherwise made available (including the federal government suspending or halting the program or issuing directives preventing the State from continuing the program), the State shall have the right to terminate this Agreement, in whole or in part, at the end of the last period for which funds have been appropriated or otherwise made available by giving written notice of termination to Grantee. The State shall give Grantee at least thirty (30) days advance written notice of termination for non-appropriation or unavailability (or such time as is available if the State receives notice of the final decision less than thirty (30) days before the funding cutoff). In the event of a termination under this section, the Grantee shall, unless otherwise directed by the State in writing, immediately take all reasonable steps to terminate its operations and to avoid and/or minimize further expenditures under the Agreement.

4. Criminal Conviction

The State may terminate this Agreement immediately and without further liability or penalty in the event the Grantee, an officer of Grantee, or an owner of a 25 percent or greater share of Grantee is convicted of a criminal offense incident to the application for, or performance of, a State, public, or private contract or subcontract or grant, convicted of a criminal offense, including any of the following: embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, attempting to influence a public employee to breach the ethical conduct standards for State of Michigan employees; convicted under State or federal antitrust statutes; or convicted of any other criminal offense which in the sole discretion of the State reflects upon Grantee's business integrity.

5. Approvals Rescinded

The State may terminate this Agreement without further liability or penalty in the event any final administrative or judicial decision or adjudication disapproves a previously approved request for purchase of personal services pursuant to Constitution 1963, Article 11, § 5, and Civil Service Rule 7-1. Termination may be in whole or in part and may be immediate as of the date of the written notice to the Grantee or may be effective as of the date stated in such written notice.

II-O No State Employees or Legislators

No member of the Legislature or Judiciary of the State of Michigan, or any individual employed by the State shall be permitted to share in this Agreement, or any benefit that arises from this Agreement.

II-P Non-Discrimination

In the performance of the Agreement, the Grantee agrees not to discriminate against any employee or applicant for employment with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, national origin, ancestry, age, sex, height, weight, marital status, physical, or mental disability. Grantee further agrees that every subcontract entered into for the performance of this Agreement will contain a provision requiring nondiscrimination in employment, as here specified, binding upon each subcontractor. This covenant is required pursuant to the Elliott Larsen Civil Rights Act, 1976 PA 453, MCL 37.2101, et seq. and the Persons with Disabilities Civil Rights Act, 1976 PA 220, MCL 37.1101, et seq., and any breach of this provision may be regarded as a material breach of the Agreement.

II-Q Unfair Labor Practices

Pursuant to 1980 PA 278, MCL 423.231, et seq., the State shall not award a grant or subcontract to an employer whose name appears in the current register of employers failing to correct an unfair labor practice compiled pursuant to section 2 of the Act. This information is compiled by the United States National Labor Relations Board. A Grantee, in relation to the Agreement, shall not enter into a contract with a subcontractor, manufacturer, or supplier whose name appears in this register. Pursuant to section 4 of 1980 PA 278, MCL 423.324, the State may void any Agreement if, subsequent to award of the Agreement, the name of Grantor as an employer or the name of the subcontractor, manufacturer or supplier of Grantor appears in the register.

II-R Certification Regarding Debarment

The Grantee certifies, by signature to this Agreement, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal or State department or agency. If the Grantee is unable to certify to any portion of this statement, the Grantee shall attach an explanation to this Agreement.

II-S Illegal Influence

1. The Grantee certifies, to the best of his or her knowledge and belief that:
  - a. No federal appropriated funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this grant, the Grantee / loan recipient shall complete and submit Standard Form-



LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- c. The Grantee shall require that the language of this certification be included in the award documents for all grants or subcontracts and that all subrecipients shall certify and disclose accordingly.

The State has relied upon this certification as a material representation. Submission of this certification is a prerequisite for entering into this Agreement imposed by 31 USC § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

2. The Grantee certifies, to the best of his or her knowledge and belief that no state funds have been paid nor will be paid, by or on behalf of the Grantee, to any person for influencing or attempting to influence an officer or employee of any State agency, a member of the Legislature, or an employee of a member of the Legislature in connection with the awarding of any state contract, the making of any state grant, the making of any state loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state contract, grant, loan, or cooperative agreement.

II-T Governing Law

The Agreement shall in all respects be governed by, and construed in accordance with, the substantive laws of the State of Michigan without regard to any Michigan choice of law rules that would apply the substantive law of any other jurisdiction to the extent not inconsistent with, or preempted by federal law.

II-U Compliance with Laws

Grantee shall comply with all applicable state, federal, and local laws and ordinances ("Applicable Laws") in performing this Agreement. Also, see National Policy Assurances, Attachment 7.

II-V Jurisdiction

Any dispute arising from the Agreement shall be resolved in the State of Michigan. With respect to any claim between the parties, Grantee consents to venue in Ingham County, Michigan, and irrevocably waives any objections it may have to such jurisdiction on the grounds of lack of personal jurisdiction of such court or the laying of venue of such court or on the basis of forum non conveniens or otherwise. Contractor agrees to appoint agents in the State of Michigan to receive service of process.

II-W Assignment

Grantee shall not have the right to assign the Agreement, or to assign or delegate any of its duties or obligations under the Agreement, to any other party (whether by operation of law or otherwise), without the prior written consent of the Grantor. Any purported assignment in violation of this section shall be null and void.

II-X Entire Agreement

The Agreement, including any Attachments, constitutes the entire agreement between the parties with respect to the grant and supersedes all prior agreements, whether written or oral, with respect to such subject matter.

II-Y Independent Contractor Relationship

The relationship between the State and Grantee is that of client and independent contractor. No agent, employee, or servant of Grantee or any of its subcontractors shall be or shall be deemed to be an employee, agent, or servant of the State for any reason. Grantee will be solely and entirely responsible for its acts and the acts of its agents, employees, servants, and subcontractors during the performance of the Agreement.

II-Z Conflicts

In the event of a conflict between the terms of this Agreement and any federal or state laws or regulations, the federal or state laws or regulations will supersede any contrary term contained in this Agreement.

II-AA Terms and Conditions for ARRA of 2009 Funded Grants

Not Applicable to this RFP.

## **PART III**

### **WORK STATEMENT**

#### **III-A    Purpose**

The Michigan Energy Office (MEO) is offering businesses, currently located in Michigan, matching grants for projects that will demonstrate innovative industrial energy efficient technologies not yet widely adopted in Michigan. The purpose for the Industrial Energy Efficient Technology Demonstration grant program is to drive adoption of these innovative technologies by industry and others in Michigan thru real world demonstrations and in-depth documentation and information outreach.

Note the State reserves the right to award funds for an amount other than that requested and/or request changes to, or clarification of any and all proposals received as a result of this RFP.

#### **III-B    Problem Statement**

The State of Michigan established significant near and long term energy goals under the Energy Policy Act of 2005, Michigan's Public Act 295 of 2008, and Executive Directive No. 2009-4. The MEO has long used demonstration projects to encourage the use of new technologies and alternative fuels in buildings, industrial processes, vehicles, and in power generation in pursuit of these goals, and to enhance Michigan's overall economic competitiveness and energy security. In its U.S. Department of Energy (DOE) approved plan for distribution of State Energy Program funds, MEO committed to providing matching grants for the demonstration of commercially available innovative technologies to increase energy efficiency and reduce the impacts of energy use on the environment.

Michigan's industrial sector expends nearly 800 trillion BTUs annually or nearly 27 percent of all statewide energy consumption. Recent studies have identified industrial energy savings, which are economically attractive (i.e. internal rates of return above 10 percent), capable of reducing the sector's energy usage 12% or more by adopting current state-of-the-art technologies. Unfortunately most innovative technologies have extremely slow adoption rates due, in part, to limited available objective information on their costs, benefits and overall performance. This is particularly true with businesses with limited time, staffing, and expertise to research and study new technologies.

#### **III-C    Objectives**

The objectives of the Industrial Energy Efficient Technology Demonstration grant program, this RFP, and projects funded hereunder are:

1. To identify and partially fund the demonstration of innovative, cost effective, commercially available industrial energy efficient technologies, not yet widely adopted by businesses in Michigan, which are likely to have the greatest overall impact on reducing Greenhouse Gas emissions and energy usage.

2. To measure and document the benefits and costs associated with adopting innovative but commercially available industrial energy efficient technologies by businesses under real world conditions;
3. To conduct onsite showcase demonstrations of innovative but commercially available industrial energy efficient technologies operating under real world conditions at businesses in Michigan;
4. To publically disseminate information and data on the benefits, costs, operational performance, lessons learned, barriers etc. associated with adopting innovative but commercially available industrial energy efficient technologies by businesses under real world conditions;
5. To achieve these objectives by establishing effective partnerships between businesses, universities, and other technical assistance providers serving the industrial sector; and
6. To continue these partnerships in cooperation with MEO to conduct three follow-up, annual surveys on the ongoing performance of the adopted technologies for the purpose of further information outreach.

#### III-D Tasks

Work undertaken and completed in these grants must be directed to achieving the program's purpose of driving further adoption of the demonstrated industrial energy efficient technologies by industry and others in Michigan. Applicants must clearly and succinctly explain how they will accomplish each required task below (see Part V, Section V-F) which must be completed during the grant period. Applicants are encouraged to design additional tasks that address the expressed needs of the program and the state, but also capitalize on the strengths of the applicant.

1. Submit a detailed project plan and timeline for successfully completing each required task, including key sub-tasks and critical decision points to be undertaken during the grant.
2. Complete an in-depth baseline analysis of applicant's current system/operations to be impacted by the installation and operation of the innovative energy efficient technology to ensure an accurate cost – benefit determination of the technology can be documented.
3. Purchase, install, analyze, and bring online as expeditiously as possible the innovative technology including documenting all costs, labor hours, barriers, and other critical parameters for adopting the technology.
4. Train all staff responsible for operating and/or maintaining the implemented technology, and performing measurements required to document its performance.

5. Complete a thorough cost – benefit study by measuring and documenting the operational performance of the technology including rates of energy usage and/or energy generation, resource usage, system efficiency, labor costs, maintenance cost, emissions, etc. in comparison to the previously completed baseline analysis.
6. Market and conduct an onsite showcase demonstration of the technology with applicant's peers, state and local energy representatives, and others (e.g. trade associations, businesses, consultants, etc.) as appropriate. The showcase should include a presentation of the project results / technology's costs and benefits, and a tour of the working equipment. The showcase is intended to provide industry and others with specific knowledge on the capabilities of the technology through a formal presentation, question-and-answer session, and visual inspection of an actual working unit.
7. Submit and publically disseminate a technical report and related project information and data on the benefits, costs, operational performance, critical issues, etc. associated with adopting the technology to encourage further adoption by industry and others in Michigan.
8. Submit a plan for continuing a long term partnership between the grant's participants and MEO for the measurement, documentation and information outreach on the technology's continued performance and adoption by others. At a minimum, applicant's plan should involve participating in three, annual, follow-up surveys.
9. Submit timely monthly progress and financial status reports as outlined in Part IV, Section IV-C of this RFP.
10. Submit a comprehensive final report and final payment request as outlined in Part IV, Section IV-C of this RFP.

### III-E Eligible Projects

Eligible projects must involve the installation, analysis, documentation, demonstration, and information outreach of an innovative but commercially available and proven industrial energy efficient technology at a business in Michigan. Projects must be completed (funds expended) by September 30<sup>th</sup>, 2012, and impacted facilities must be occupied and have long range plans of continued use.

For purposes of this RFP, the following restrictions apply:

**Energy Efficient Technologies** are technologies that reduce energy used by specific end-use devices and systems, typically without affecting the services provided and may be directed to heating, cooling, ventilation, lighting, pumps, motors, advanced control systems, smart metering systems, heat recovery systems, and fuel cells.

**Innovative** is a new idea or a novel use of an existing idea.

**Innovative Technologies** are technologies with a current adoption rate of no more than approximately five percent of their maximum, cost effective, adoption potential within the Michigan business sector.

III-F Areas of Interest

1. Innovative Industrial Energy Efficient Technologies

Applications under Area of Interest 1 are for financial assistance to implement, analyze, and demonstrate commercially available but innovative energy efficient technologies not yet widely adopted in Michigan. Applications shall provide a detailed description of the innovative energy efficient technology / system including performance. The system description must include estimates of overall energy efficiency and any available supporting data for the system's specifications and performance claims.

III-G Program Priorities

To better allow the MEO to achieve the goals and requirements of the State Energy Program, applicants are encouraged to consider and incorporate the following funding priorities within their proposals to the fullest extent possible:

1. Partner / subcontract with Michigan university engineering departments and/or State of Michigan business technical assistance programs for the purpose of assisting applicant in completing most of the required Tasks given in Section III-D due to the extensive experience these organizations have in conducting research / engineering studies and grant projects, and developing and publishing technical reports.
2. Provide extensive employee training on the operation, maintenance, and further research and study of the innovative technology installed by applicant (Task 4) for the purpose of assuring the technology achieves optimal long term performance over its operational life, and to allow such employees to effectively participate during the showcase demonstration (Task 6) and related information outreach efforts (Tasks 7 and 8).
2. Dedicate resources and funding for the continued partnership between applicant, project partners, and the MEO for the long term measurement, documentation and information outreach on the technology's continued performance and adoption by others (Task 8).

Note: The MEO reserves the right to award funds for the purpose of achieving an optimal range of industrial energy efficient technology projects, and to assure projects demonstrate their unique contribution and are not duplicative, or effectively duplicate previously funded projects or state services.

III-H Ineligible Projects

1. Projects deemed illegal under the law or inappropriate under contract management standards.

2. Projects considered scientifically unsound or significantly increase risks to workers and/or the public.
3. Projects that will not be conducted in Michigan.
4. Projects involving demonstration of non-commercially available equipment and technologies. This also includes projects involving the conduct, or purchase of equipment to conduct research, development, or demonstration of energy efficient technologies not commercially available.
5. Projects involving demonstration of technologies with no prior successful adoption within industry or the business community under real world applications.
6. Projects involving demonstration of non-innovative technologies, or technologies with adoption rates above roughly five percent within the Michigan business sector.
7. Projects not directed to or lacking significant onsite energy efficiency benefits.
8. Projects that can not be shared with or have restricted transferability to other businesses in Michigan.
9. Projects requiring an environmental assessment study under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq) unless the applicant can show proof of the Department of Energy's approval of the project.

Note: Potential projects requiring an individual review and determination under the National Environmental Policy Act (NEPA) of 1969 (42 U.S.C. Section 4321 et seq) may be deemed ineligible due to their inability to obtain a Categorical Exclusion determination. Projects that may need an individual review could include:

- i. Wind Turbines greater than 20KW
- ii. Solar Thermal systems greater than 20KW
- iii. Ground Source Heat Pumps greater than 5.5 tons
- iv. Biomass Thermal systems greater than 3 MMBTU's per hour
- v. Solar Electric / Photovoltaic systems and/or units that are not appropriately sized for the existing rooftops and parking shade structures and/or systems that are larger than 60KW
- vi. Solar Thermal Hot Water systems that are not appropriately sized for residences or smaller commercial buildings
- vii. Under Combined Heat and Power systems - boilers that are not sized appropriately for the buildings in which they are located.

## **PART IV**

### **PROJECT CONTROL AND REPORTS**

#### **IV-A Project Control**

1. The selected applicant(s) will carry out the project under review of the State project manager. The MEO Grant Administrator will have final authority over the agency/grantee/loan agreement.
2. Along with continuous liaison with the selected applicant(s), the State Project Manager will communicate (face to face, phone, & e-mail) periodically with the selected applicant's project manager for the purpose of reviewing progress and giving necessary guidance to the selected applicant in solving problems which may arise.
3. Prior to executing any changes to the scope of the project and/or budget, the selected applicant(s) must inform the Grant Administrator in writing outlining the proposed changes.

#### **IV-B Monitoring and Reporting Program Performance**

1. The selected applicant(s) shall monitor performance to assure that time schedules are being met and projected work by time period is being accomplished.
2. The selected applicant(s) will be required to assume responsibility for monitoring and reporting.

#### **IV-C Reports (Project and Financial)**

1. Monthly Narrative Reports. The selected applicant(s) shall submit to the Grant Administrator monthly performance reports as described in the grant agreement that briefly present the following information:
  - a. Percent of completion of the project objectives and tasks, including:
    - i. A brief outline of the work accomplished during the reporting period relative to the proposed work plan and timeline, and the work to be completed during the subsequent reporting period.
    - ii. Type of services provided and the anticipated energy savings/impacts as a result of the program.
    - iii. Actual expenditures compared to the budget in the Agreement.
  - b. Noteworthy accomplishments related to achieving the program purpose and objectives including successful technology adoptions by others in Michigan.
  - c. Brief description of problems or delays, real or anticipated, which should be brought to the attention of the Grant Administrator.
  - d. Statement concerning any significant deviation from previously agreed-upon Statement of Work.



2. Final Narrative Report. The selected applicant(s) will submit a final project report to the State as described in the grant agreement before the final grant payment is made. The selected applicant(s) will do the following:
  - a. Submit three draft copies of the final report no later than October 15<sup>th</sup>, 2012 for review by the Grant Administrator.
  - b. After the Grant Administrator has determined the completeness and factual accuracy of the report, the Grantee recipient shall submit three final copies and an electronic copy of the report to the Grant Administrator.
  - c. The final report will include (at a minimum) the following information:
    - i. Name of selected applicant, project number, and dates of final reporting period.
    - ii. Percent (%) completion of the project objectives and tasks.
    - iii. A summary of the project implementation plan and any deviations from the original project as proposed.
    - iv. Accomplishments and problems experienced while carrying out the project activities.
    - v. Coordinated efforts with other organizations to complete the project.
    - vi. Impacts, anticipated and unanticipated, experienced as a result of the project implementation.
    - vii. Financial expenditures of grant money and other contributions to the project, in-kind and/or direct funding.
    - viii. Any experience in applying the project products and anticipated “next steps”.
    - ix. Actual Budget expenditures compared to the Budget in the grant agreement. Include the basis or reason for any discrepancies.
3. Financial Status Reports (FSR) and/or Payment Requests. The selected applicant(s) will be required to submit signed and dated monthly expenditure reports to the Grant Administrator indicating the amount of funds expended in each line item category of the budget and outstanding authorizations. Financial status reports are due no later than five (5) business days from the end of the reporting period. Payment requests will be submitted as needed.
  - a. Form #C-108 shall be part of the FSR and payment request with all required source documentation attached as specified in Part II, Section II-G, Accounting. An authorized individual must sign and date Form #C-108.
  - b. The expenditure of State funds shall be incurred within the grant period and reported by line item and compared to the budget.
  - c. In-kind or matched fund expenditures must occur within the established timeline for this grant and must be supported by source documentation, as specified in Part II, Section II-G, Accounting.
4. Final Financial Status Report (FSR)/Final Payment Request. The selected applicant(s) shall submit a signed and dated final FSR to the Grant Administrator

indicating the amount of funds expended in each line item category of the budget along with the final report by October 15, 2012.

- a. Form #C-108 shall be part of the FSR and payment request with all required source documentation attached as specified in Part II, Section II-G, Accounting. An authorized individual must sign and date Form #C-108.
- b. The expenditure of State funds shall be incurred within the grant period and reported by line item and compared to the budget.
- c. In-kind or matched fund expenditures must occur within the established timeline for this grant and must be supported by source documentation, as specified in Part II, Section II-G, Accounting.

## **PART V**

### **INFORMATION REQUIRED FROM APPLICANTS**

Proposals must be typed in a 12 point font with no more than 20 numbered pages. The page count includes any cover page, and/or attachments, but does not include the executive summary or resumes. Hard copy proposal must be double-sided, and must have an original signature. Applicant(s) are required to submit three hard copies and one electronic PDF copy of their proposal.

**All proposals must include an executive summary.** The executive summary should be placed at the beginning of the proposal, must not exceed two pages, and should include the name of the organization, the amount of funds requested, and an outline of the proposed project at a minimum. Initial screening of the executive summaries will be conducted to insure applicants and projects are eligible.

Applicant(s) must provide responses to each section below. Please follow the format identified by stating the section number and title followed by the response. Be as descriptive as possible and answer each question in its entirety. Some questions have multiple components. Questions that do not apply should be answered NA.

In addition to the information below, applicants must also complete and submit:

- Financial Information, [Attachment A-1](#)
- Internal Controls Questionnaire, [Attachment A-2](#)
- State Historic Preservation Office, [Attachment #3](#)
- U.S. Department of Energy, Environmental Checklist, EF1, [Attachment #4](#)
- Project Worksheet (see Section V-H below)

The State contemplates the grant period will start April 1<sup>st</sup>, 2012 and will end on September 30<sup>th</sup>, 2012.

#### **V-A Identification of Organization**

State the full name and address of the organization, the organization's federal identification number, active DUNS number, the telephone and fax number, e-mail address, web site address, and if applicable, other subordinate element(s) that will perform, or assist in performing, the work hereunder. Additionally provide the North American Industry Classification System (NAICS) code(s), number of full-time employees, and a brief business description of the organization.

Include a completed Federal Form W-9 (see <http://www.irs.gov/pub/irs-pdf/fw9.pdf>)

#### **V-B Authorized Negotiators**

Include the names, e-mails, and phone numbers of personnel authorized to negotiate the proposed grant agreement with the State. Include the signature of the person authorized to commit the organization to the agreement.

V-C General Project Information

Please provide the following project information: project title, the start date and anticipated project completion date, subcontract signature dates, anticipated equipment/system design completion date, equipment installation date, project address (if different from above provided mailing address), and the name, title, phone, fax, and e-mail of project contact (if different from above authorized negotiator).

Clearly indicate the facility/building site for the project is currently occupied and has long range plans for continuous use.

V-D Management Summary

Describe in narrative form how the project will be managed by the organization including quality assurance measures and how the project will be evaluated. Project partners must be clearly identified along with a description of their specific role(s), project contribution, agreements to be established, and how the various efforts will be integrated and managed. Include an organizational chart including names and titles of all key participants contributing to the project.

The project manager will be responsible for the coordination and financial reporting of all subcontractors involved. Identify the project manager and the person(s) responsible for financial management and reporting. Include quality assurance measures to prevent errors, fraud and waste internally and in contracting for goods and services.

V-E Statement of the Problem

State in clear, concise terms the applicant's understanding of the problem presented by this RFP, and explain the need for the proposed project.

V-F Work Plan and Project Timeline

Describe in narrative form the applicant's plan for completing each required Task given in Part III, Section III-D above. Indicate the number of staff hours, equipment, or necessary resources allocated to each required Task, as well as the individual(s) responsible for the Task. Include a time-related chart (i.e. Gantt), showing each required Task, key sub-tasks, and critical decision points in the work plan. Key sub-tasks include completing necessary sub-contractor agreements, kick-off meetings, equipment purchase orders; permit approvals, site preparation, equipment installation, equipment testing, establishing data measurement and operating procedures, quarterly status meetings with MEO, etc. Include any technical plan(s) drafted for accomplishing the work.

V-G Project Impact Statement

Provide a summary statement on the overall impact and outcomes anticipated for the project.

**Project Impacts and Supporting Information**

Provide the following additional information for the proposed project:

1. Discuss the innovative technology you are proposing to install at your facility, and explain why the technology is considered both innovative and efficient.
2. Indicate the manufacturers of this innovative technology and the entities (e.g. vendors) making the technology commercially available. Discuss successful full-scale adoptions of this technology to date.
3. Explain why there is a significant need for this innovative technology in the Michigan business sector. Indicate the type and number of businesses in Michigan capable of directly using this innovative technology and their degree of adoption to date on a percentage basis. Additionally discuss the potential transferability of this technology to non-business entities in Michigan.
4. Provide a projection on the number of additional installations of the innovative technology over the next three years by businesses in Michigan.
5. Provide an estimate on the total potential cost savings and reduction in Greenhouse Gas generation upon the technology being fully adopted by businesses in Michigan. Additionally provide an estimate on (a statewide basis) the total reduction in energy usage.
6. Provide each of the following costs associated with fully adopting the innovative technology at your facility (but do not include costs associated with meeting any additional requirements of this RFP such as the showcase demonstration): Design, Equipment, Site-preparation and permitting, Installation, Start-up / Testing, Training, and Total Project Cost.
7. Provide the additional costs associated with meeting each required task of this RFP (see Part III, Section III-D Tasks) that would not otherwise be incurred by adopting the proposed innovative technology.
8. Provide the anticipated annual maintenance cost and the total annual operating cost in utilizing this innovative technology at your facility.
9. Detail and quantify (on an annual basis) any additional significant, onsite benefits anticipated with this innovative technology, particularly waste / pollutant generation, material usage, labor and/or maintenance requirements, downtime, health and safety issues, etc. Provide an approximate dollar value associated with each benefit.
10. Using the information provided above, provide the total cost and the total annual cost savings anticipated on fully adopting the innovative technology at your facility, (but do not include costs associated with meeting any additional requirements of this RFP).
11. Indicate the number of jobs likely to be created at your facility if your proposed project is funded, and briefly explain why the project will result in the anticipated job creation.
12. Briefly discuss any known competing innovative technologies, and the reasons for choosing not to install these competing technologies at your facility, identifying the pros and cons of each.
13. Discuss the proprietary issues involved with your proposed project and how these issues will restrict your ability to achieve the purpose, objectives, and tasks required under this RFP.

V-H Project Scope of Work

State in succinct terms the “Area of Interest” addressed by this proposal, see Part III, Section III-F and provide the information requested below.

**Area of Interest: Innovative Industrial Energy Efficient Technologies**

Applicants submitting proposals under this area of interest are required to provide the following information:

1. Detail the inefficient technology in operation at your facility, which you are proposing to replace. Clearly explain the function of this inefficient technology, and discuss the operations / systems the technology is integrated within.
2. Provide the annual energy usage(s) and associated energy purchase cost(s) in utilizing this inefficient technology at your facility (or the system in which it is incorporated within). Additionally provide the annual maintenance cost and the total annual operating cost.
3. Explain why the current technology is considered inefficient, and detail any additional significant, onsite, negative impacts associated with this inefficient technology, particularly increased waste / pollutant generation, excessive material usage, additional labor and/or maintenance requirements, increased downtime, onsite health and safety issues, etc.
4. Indicate the approximate number of businesses in Michigan currently using this inefficient technology.
5. Briefly discuss the conventional / standard technology that would typically be used to replacing the inefficient technology at your facility, and provide its approximate overall efficiency.
6. Provide a detailed description of the proposed innovative energy efficient technology / system including estimates of overall energy efficiency. Supporting data for the system’s performance claims should be included.
7. Provide the anticipated annual energy usage and associated energy purchase cost in utilizing the proposed innovative energy efficient technology at your facility (or the system in which it is incorporated within).
8. Using the information given in 7) in comparison to the baseline data given in 2), clearly indicate the annual energy usage reduction and associated energy cost savings anticipated by adopting this energy efficient technology at your facility.

Applicants submitting proposals under this area of interest are additionally required to complete and submit the appropriate following project worksheet:

1. [Energy Efficiency Projects Worksheet](#)
2. [Combined Heat & Power Projects Worksheet](#)
3. [Other Projects Worksheet](#)

V-I Prior Experience

Provide a brief statement about any prior experience, and/or expertise that applicant and/or partners have on staff that demonstrates their ability to either implement or assist in the implementation of the project or achieve the intended purpose, objectives, and tasks of these grants.

List any possible barriers that may delay implementation of the project due to passed experiences, concerns of staff that have worked on similar projects, and/or other related sensitive stages/milestones that may impede progress or potentially inhibit applicant's ability to achieve the purpose, objectives, and tasks required under this RFP.

V-J Personnel

The applicant(s) must be able to staff a project team, which clearly possesses talent and experience in project and grant management. Identify key personnel to be involved with this project, by name and title, and provide their qualifications. Also include a resumé for each person listed on the budget, including persons listed under in-kind or matched funds. If other organizations will be playing a role in the proposed project in coordination with this grant, provide sufficient background information on them in order to give the MEO a reasonable understanding of their qualifications.

V-K Budget

Applicant(s) must provide a completed budget on the attached approved Budget form (8). Budgets must include personnel salaries/annual wages and fringe benefits, equipment, materials, contractual services, travel, indirect costs, and other purchases necessary to complete the project. Note: The use of these grant funds are limited to equipment purchases and other costs directly associated with the purchase and installation of equipment such as materials, supplies, and contractual services. A **fifty percent (50%) match is required** of the total allowable project costs (i.e. the sum of the State Energy Program share and the recipient share of allowable costs equals the total allowable project costs). (See Budget Instructions, [Attachment 5](#))

V-L Project Financial Information

In addition to the completed Budget form, applicant(s) should provide: total project cost, the total State Energy Program funds requested under this RFP, total project match, total third party funding, and other anticipated state funding. Note: Federal funds and funds or services awarded from the MEO are not eligible as applicant match under this RFP. Clearly indicate that no federal funds and no other funds or services from MEO are included in the proposed budget.

V-M Waste Management Plan

Applicant(s) must additionally submit a waste management plan addressing waste generated by each proposed project prior to funding the project. This waste management plan will describe the plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead ballasts, lead paint, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed project. The MEO shall make the waste management plan and related documentation available to DOE on request (for example, during a post-award audit). Applicant(s) shall ensure that the project complies with all Federal, state and local regulations for waste disposal.

V-N Additional Information and Comments

Include in this section any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP. In addition, the applicant must confirm all attachments are included and all requirements of Part II, Section II-AA and Section II-BB are met.

V-O Signature Block

Please sign the application and include the following language:

I certify that all information contained in the proposal is true to the best of my knowledge and belief, and that the organization is in compliance and agreement with all sections of the request for proposal.

Certified by: \_\_\_\_\_

Authorized Signatory and Title

Organization Name

Telephone Number

Fax Number

E-mail Address



## **PART VI**

### **SELECTION CRITERIA**

All proposals received shall be subject to an evaluation by the Michigan Energy Office. The evaluation will be conducted in a manner appropriate to select the applicant(s) for the purpose of entering into a grant agreement to perform the proposed project within the established timeline. Initial screening of the applications will be conducted to insure applicants and projects meet all eligibility requirements.

Proposals failing to meet the eligibility requirements described in Part I, Section I-B, Part III, Section III-E and Section III-H, and the requirements of Part II, Section II-AA and Section II-BB will be rejected automatically. Proposals meeting the eligibility requirements will be evaluated according to the scoring criteria and weighting factors below. Applicants may be asked to make oral presentations before a final decision is made.

**Total maximum points is 100.**

- VI-A Proposal Quality and Completeness of Work Plan, Timeline, & Budget (5 points).  
Proposals will be evaluated based on the degree of completeness, level of detail, and overall quality of information contained within the proposal documents, particularly the Worksheet, Work Plan, Timeline, and Budget.
- VI-B Management Summary and Experience of Organization / Project Team (10 points).  
Proposals will be evaluated on the effectiveness and adequacy of the project's management structure and the experience and qualifications of the organization and project team in carrying-out energy efficiency projects, cost – benefit / engineering studies, and demonstration projects.
- VI-C Project Feasibility and Likelihood of Success (20 points).  
Projects will be evaluated on their likelihood of success and feasibility to achieve the purpose, outcomes, and tasks required by this RFP within the established timeframe.
- VI-D Degree of Innovation, Transferability, and Significant Need (10 points).  
Projects will be evaluated on the degree of innovation, transferability, and significant need for the proposed technology and its anticipated short and long term impacts on the Michigan business sector.
- VI-E Energy and Cost Savings (15 points).  
Projects will be evaluated on the overall magnitude of anticipated energy savings and/or renewable energy generation and associated cost savings.
- VI-F Project Costs and Return on Investment (15 points).  
Projects will be evaluated on their overall cost and anticipated return on investment. DOE requirements strongly encourage energy efficiency projects to achieve simple paybacks of ten years or less. The MEO will consider projects with simple paybacks of up to 15 years.

- VI-G Greenhouse Gas Reduction and Other Environmental Benefits (5 points).  
Projects will be evaluated on the overall reduction in the generation of Greenhouse gases and the potential impacts of other quantified environmental benefits not otherwise addressed herein.
- VI-H Job Creation/Retention (5 points).  
Projects will be evaluated on the anticipated number of jobs potentially created or retained as a result of expenditure of project funds and realization of associated cost savings.
- VI-I Program Priorities (15 points).  
Projects incorporating the program priorities of the Michigan Energy Office (see Part III, Section III-G) may be awarded up to fifteen additional points depending on the number of eligible applications received and overall funding requested.

**ATTACHMENT A-1**  
**MICHIGAN ENERGY OFFICE**  
**PROJECT MANAGEMENT FORM**

**FINANCIAL INFORMATION**  
**PROVIDE ALL INFORMATION REQUESTED ON THIS FORM**

Name of Financial Contact:

Project Title:

*Please check or fill-in response where appropriate.*

1. Have you had prior Federal awards? ☐Yes ☐No

2 . Have you had an outside audit or an A-133 audit? ☐Yes ☐No

If yes, please provide most recent copy of the A-133 or outside audit.

**INFORMATION FOR DETERMINING COGNIZANT AGENCY/OFFICE**

3. Applicant's fiscal year end date is \_\_\_\_\_

4a. Identify Cognizant **Federal** Agency (agency providing the preponderance of Federal funding), and provide Agency name, a point of contact, phone number, and e-mail.

Agency: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

4b. To assist our office in validating Cognizant **Federal** Agency (4a), please provide following information for the

5 highest dollar award value for current Federal contracts, grants or awards (do not include sub-awards). (State

Agencies and Universities can skip 4b)

Contract/Award #	Awarding Agency	Awarding Office	Start Date	End Date	Total Value

5a. If applicant has current DOE awards, identify Cognizant DOE **Office** (office providing the preponderance of DOE funding), and provide DOE office name, a point of contact, phone number, and e-mail.

Contract/Award #: \_\_\_\_\_

DOE Office: \_\_\_\_\_

Point of Contact (Contracting Officer): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Awarding Agency: \_\_\_\_\_

5b. To assist our office in validating Cognizant **DOE** Office (5a), please provide following information for the 5 highest dollar value awards for current DOE contracts, grants or awards (do not include sub-awards). (State agencies and Universities can skip 5b)

DOE Contract/Award #	DOE Awarding Office	Start Date	End Date	Total Value

#### FINANCIAL MANAGEMENT SYSTEM

To qualify for Financial Assistance, compliance with 10 CFR 600.121 – Higher Education, Hospitals, and Other Non-Profit Organizations, 10 CFR 600.220(b) – State and local Government required or 10 CFR 600.311 – For-Profit Organizations is required. Please check applicable boxes below,

☐ The Financial Management System is in compliance with 10 CFR 600.121, 10 CFR 600.220(b), or 10 CFR 600.311.

☐ I do not know if my Financial Management System is in compliance with 10 CFR 600.121, 10 CFR 600.220(b), or 10 CFR 600.311. If this block is checked, complete the survey below.

#### Accounting System Survey

Yes No N/A

- |  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| 1) Is your Accounting System in accordance with Generally Accepted Accounting Principles applicable to the circumstances?                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Accounting System provides for:   |                          |                          |                          |
| a. Segregation of direct costs from indirect costs.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| b. Identification and accumulation of direct costs by project.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| c. A logical and consistent method for the allocation of indirect costs to intermediate and final cost objectives. (Project is final cost objective) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| d. Accumulation of costs under general ledger control,   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| e. A timekeeping system that identifies employees' labor by intermediate and final cost objectives.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| f. A labor distribution system that charges direct and indirect labor to appropriate cost objectives.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- g. Interim (at least monthly) determination of costs charged to a project through routine posting of books of account. ☐ ☐ ☐
  - h. Excluding costs charged to Government projects which are not allowable in terms of FAR 31, Contract Cost Principles and Procedures, or other provisions. ☐ ☐ ☐
  - i. Identification of costs by project line item and by units (as if each unit or line item were a separate project) if required by the proposed award. ☐ ☐ ☐
- 3) Is the Accounting System designed, and are the records maintained in such a manner that adequate, reliable data are developed for use in developing cost proposals? ☐ ☐ ☐
- 4) Is the Accounting System currently in full operation? ☐ ☐ ☐

## ATTACHMENT A-2

### Internal Controls Questionnaire

		Y	N	N/A	Comments
	<b>Budgets</b>				
1.	Did the governing body formally adopt a budget for the general fund and all special revenue funds before the start of the fiscal year?				
2.	Are detailed budget vs. actual reports prepared monthly and reviewed by department heads or others in management?				
	<b>Segregation of Duties</b>				
3.	Are the following accounting functions and duties normally performed by separate employees?				
a.	Physically receipting cash or checks (either by mail or over the counter) and preparing or making bank deposits				
b.	Authorizing or approving invoices for payment and printing or otherwise preparing checks				
c.	Handling cash receipts or disbursements and preparing bank reconciliations or having direct access to the general ledger				
d.	Initiating ACH wire transfers and preparing bank reconciliations or having direct access to the general				
4.	When staffing constraints require two or more key financial duties to be performed by a single individual, is his/her work reviewed by a responsible official?				
5.	Are employees with key financial responsibilities required to take vacations, with others performing their duties in their absence?				
	<b>Cash Handling</b>				
6.	Are authorized bank accounts and check signers periodically approved by the governing body?				
7.	Are all cash receipts accounted for sequentially, and filed with supporting documentation?				
8.	Are all bank deposits supported by one or more sequential cash receipts?				
9.	Are cash receipts stored in a physically safe (locked) location until taken to the bank?				
10.	Is access to each petty cash box limited to a single custodian?				
11.	Are petty cash reimbursements periodically reviewed or reconciled by an individual other than the custodian?				
12.	Are completed bank reconciliations reviewed by an individual other than the preparer?				
13.	Are investments managed by a responsible official with knowledge of the government's investment policy?				
14.	Are detailed records maintained for all investments regarding purchase date, cost, maturity date, interest rate, etc.?				
15.	Are investment statements reconciled to the general ledger monthly by an individual not responsible for managing the investment?				
	<b>Billing and Accounts Receivable</b>				
16.	When customers pay bills in person (i.e., at the counter), are they either given a receipt or have their bills stamped as paid?				
17.	Are monthly or quarterly statements sent to all customers?				
18.	Are past due or credit balances reviewed by someone other than the individual responsible for billing before making any adjustments to write-off or refund accounts?				
	<b>Purchasing and Accounts Payable</b>				
19.	Are all purchases supported by either a purchase order or check request, signed by an authorized individual not responsible for preparing checks?				
20.	Are the expense distributions for all purchases reviewed and approved				

	by the department requesting payment?				
21.	Are new vendors approved by someone other than the individual responsible for processing accounts payable?				
22.	Are all checks either (a) hand signed by an authorized individual not responsible for preparing the checks, or (b) if mechanically or electronically signed, is a check register reviewed by an authorized individual not responsible for preparing the checks?				
23.	Is unused check stock stored in a physically safe (locked) location?				
24.	When checks are voided or spoiled, are they stamped VOID and retained?				
	<b>Personnel and Payroll</b>				
25.	Are accounting personnel subject to a background check prior to hiring?				
26.	Are new employees approved by someone other than the individual responsible for processing payroll?				
27.	Are the pay rates of all employees approved annually by the governing body and appropriately documented?				
28.	Do all non-salaried employees prepare timecards, timesheets, or other evidence of time worked?				
29.	Are time and attendance records approved and signed by an appropriate supervisor prior to processing payroll?				
30.	Before running payroll checks, is a payroll register reviewed and approved by an authorized individual not responsible for preparing the checks?				
31.	Do employee pay stubs display a detail of hours worked, gross pay, and all withholdings and deductions?				
32.	Are withholding accounts periodically reviewed and reconciled to ensure that all required payments are made on a time basis?				
	<b>Inventory</b>				
33.	Are inventories adequately safeguarded against loss, theft, or misuse by being kept in locked enclosures with restricted access?				
34.	Are perpetual inventory records maintained and periodically compared against physical counts?				
35.	Are adjustments to inventory balances (due to loss or spoilage) reviewed and approved by an appropriate individual?				
	<b>Capital Assets</b>				
36.	Are detailed capital asset records maintained, including acquisition date, useful life, and historical cost?				
37.	Are capital assets that are susceptible to theft (e.g., vehicles, computers, etc.) appropriately inventoried and monitored throughout the year?				
38.	Are capital asset records reviewed annually by various departmental representatives for additions and disposals?				
39.	Are depreciation schedules updated annually, and reviewed by a responsible official?				
	<b>Debt</b>				
40.	Are all new borrowings and leases allowable under state law and properly approved by the governing body?				
41.	Does management periodically determine that the government is complying with all applicable debt covenants and other compliance requirements?				
42.	Does an appropriate official oversee the use of bond proceeds to ensure they are only spent on allowable costs and activities?				
	<b>General Ledger and Journal Entries</b>				
43.	Are all balance sheet accounts periodically reviewed and reconciled against supporting documentation and subsidiary ledgers, where appropriate?				
44.	Are all journal entries reviewed and approved by an employee other				

	than the preparer?				
45.	Are all journal entries accounted for sequentially, and filed with supporting documentation?				
46.	Is access to computerized accounting records restricted to authorized individuals (e.g., by using passwords)?				
47.	Do software controls prevent accounting transactions from being deleted or modified once posted?				
	<b>Grant Administration</b>				
48.	Are all new grant agreements properly approved by the governing body prior to requesting funds?				
49.	Are all grant expenditures reviewed by a project manager knowledgeable of the grant requirements to ensure only eligible expenditures are incurred?				
50.	Are all reimbursement requests reviewed by a responsible official to ensure that they are in agreement with the accounting records?				



### ATTACHMENT 3

## **MICHIGAN ENERGY OFFICE / STATE HISTORIC PRESERVATION OFFICE** **Application for Section 106 Review**

MEO/SHPO Use Only				
<input type="checkbox"/> IN	Received Date	____ / ____ / ____	Log In Date	____ / ____ / ____
<input type="checkbox"/> OUT	Response Date	____ / ____ / ____	Log Out Date	____ / ____ / ____
	Sent Date	____ / ____ / ____		

*Submit one copy for each project for which review is requested. This application is required. Please type. Applications must be complete for review to begin. Incomplete applications will be sent back to the applicant without comment. Send only the information and attachments requested on this application. Materials submitted for review cannot be returned. Due to limited resources we are unable to accept this application electronically.*

### **I. GENERAL INFORMATION**

THIS IS A NEW SUBMITTAL

- a. Organization Name:
- b. Organization Address (if available):
- c. Municipal Unit:    County:    Township:
- d. Federal Agency, Contact Name and Mailing Address (*If you do not know the federal agency involved in your project please contact the party requiring you to apply for Section 106 review, not the SHPO, for this information.*):
- e. State Agency (if applicable), Contact Name and Mailing Address:
- f. Consultant or Applicant Contact Information (if applicable) *including mailing address*:

---

### **II. GROUND DISTURBING ACTIVITY (INCLUDING EXCAVATION, GRADING, TREE REMOVALS, UTILITY INSTALLATION, ETC.)**

DOES THIS PROJECT INVOLVE GROUND-DISTURBING ACTIVITY? YES NO (If no, proceed to section III.)

Exact project location must be submitted on a USGS Quad map (portions, photocopies of portions, and electronic USGS maps are acceptable as long as the location is clearly marked).

- a. USGS Quad Map Name:
- b. Township:    Range:    Section:
- c. Description of width, length and depth of proposed ground disturbing activity:
- d. Previous land use and disturbances:
- e. Current land use and conditions:
- f. Does the landowner know of any archaeological resources found on the property? YES NO  
Please describe:

### III. PROJECT WORK DESCRIPTION AND AREA OF POTENTIAL EFFECTS (APE)

**Note: Every project has an APE. For further information on locating an APE visit:**  
<http://mishporehab.wordpress.com/faq/>

- a. Provide a detailed written description of the project (plans, specifications, Environmental Impact Statements (EIS), Environmental Assessments (EA), etc. **cannot** be substituted for the written description):
- b. Provide a localized map indicating the location of the project; road names must be included and legible.
- c. On the above-mentioned map, identify the APE.
- d. Provide a written description of the APE (physical, visual, auditory, and sociocultural), the steps taken to identify the APE, and the justification for the boundaries chosen.

### IV. IDENTIFICATION OF HISTORIC PROPERTIES

- a. List and date **all** properties 50 years of age or older located in the APE. If the property is located within a National Register eligible, listed or local district it is only necessary to identify the district:
- b. Describe the steps taken to identify whether or not any **historic** properties exist in the APE and include the level of effort made to carry out such steps:
- c. Based on the information contained in "b", please choose one:  
Historic Properties Present in the APE  
No Historic Properties Present in the APE
- d. Describe the condition, previous disturbance to, and history of any historic properties located in the APE:

### V. PHOTOGRAPHS

**Note: All buildings or structures 50 years of age or older are required to have photographs and must be keyed to a localized map. Faxed or photocopied pictures are not acceptable.**

- a. Provide photographs of the site itself.
- b. Photographs are required of the interior of the building or structure if the project entails alterations to the interior.

### VI. DETERMINATION OF EFFECT

No historic properties affected based on [36 CFR § 800.4(d)(1)], please provide the basis for this determination.

No Adverse Effect [36 CFR § 800.5(b)] on historic properties, explain why the criteria of adverse effect, 36 CFR Part 800.5(a)(1), were found not applicable.

Adverse Effect [36 CFR § 800.5(d)(2)] on historic properties, explain why the criteria of adverse effect, [36 CFR Part 800.5(a)(1)], were found applicable.

## ATTACHMENT 4

GO-EF1  
(2/06/02)

### U.S. DEPARTMENT OF ENERGY GOLDEN FIELD OFFICE



#### ENVIRONMENTAL CHECKLIST (To Be Completed by Potential Recipient)

The Department of Energy (DOE) is required by the National Environmental Policy Act (NEPA) of 1969 as amended (42 U.S.C. 4332(2), 40 CFR parts 1500-1508) and DOE implementing regulations (10 CFR 1021) to consider the environmental effects resulting from federal actions, including providing financial assistance. Please provide the following information to facilitate DOE's environmental review. DOE needs to evaluate the requested information as part of your award negotiation.

Instructions and Handbook: Terms that appear in blue have more detailed information available to assist you in completing the form. Save the form to your local directory. Leave your internet browser open and open the form in Word from the local directory. Click on the blue term and it will automatically open the handbook at the appropriate place. Click on the back button to return to your form. Or, you may click [here](#) to open the handbook.

#### **PART I: General Information**

Project Title: Industrial Energy Efficient Technology Demonstration

Solicitation Number: DE-EE0000166

1. Please describe the intended use of DOE funding in your proposed project. For example, would the funding be applied to the entire project or only support a phase of the project? Describe the activity as specifically as possible, i.e. planning, feasibility study, design, data analysis, education or outreach activities, construction, capital purchase and/or equipment installation or modification.
  2. Does any part of your project require review and/or permitting by any other federal, state, regional, local, environmental, or regulatory agency? ☐ Yes ☐ No  
If yes, please provide a list of required reviews and permits in the appropriate item number in Part II.
  3. Has any review (e.g., NEPA documentation, permits, agency consultations) been completed? ☐ Yes ☐ No  
If yes, is a finding or report available and how can a copy be obtained?
  4. Is the proposed project part of a larger scope of work? ☐ Yes ☐ No If yes, please describe.
- Do you anticipate requesting additional federal funding for subsequent phases of this project? ☐ Yes ☐ No  
If yes, please describe.

5. Does the scope of your project **only** involve one or more of the following:
- ☐ Information gathering such as literature surveys, inventories, audits,
  - ☐ Data analysis including computer modeling,
  - ☐ Document preparation such as design, feasibility studies, analytical energy supply and demand studies, or
  - ☐ Information dissemination, including document mailings, publication, distribution, training, conferences, and informational programs.

If the scope of your project is **limited to** the block(s) checked above, please skip to Part III, otherwise, continue to Part II.

## PART II: Environmental Considerations

**Table A.** Please indicate if any of the following conditions or special areas is present, required, or could be affected by your project:

Item No.	Description	Yes/No	Specific nature or type of activity or condition. If a consultation, approval, or permit applies, please describe.
1	<a href="#">Clearing or Excavation</a> (indicate if greater than 1 acre)		
2	<a href="#">Dredge and/or Fill</a> . Specify the number of acres involved.		
3	<a href="#">New or Modified Federal/State Permits</a> And/or Requests for Exemptions		
4	<a href="#">Pre-Existing Contamination</a>		
5	<a href="#">Asbestos</a>		
6	<a href="#">Criteria Pollutants</a>		
7	<a href="#">Non-Attainment Areas</a>		
8	<a href="#">Class I Air Quality Control Region</a>		
9	<a href="#">Navigable Air Space</a>		
10	<a href="#">Areas with Special Designation</a> (e.g., National Forests, Parks, Trails)		
11	<a href="#">Prime, Unique or Important Farmland</a>		
12	<a href="#">Archeological/Cultural Resources</a>		
13	<a href="#">Threatened/Endangered</a> Species and/or Critical Habitat		
14	<a href="#">Other Protected Species</a> (Wild Burros, Migratory Birds)		

15	<a href="#">Floodplains</a>		
16	<a href="#">Special Sources of Groundwater</a> (e.g., Sole Source Aquifer)		
17	<a href="#">Underground Extraction/Injection</a> (non-hazardous substances)		
18	<a href="#">Wetlands</a>		
19	<a href="#">Coastal Zones</a>		
20	<a href="#">Public Issues or Concerns</a>		
21	<a href="#">Noise</a>		
22	<a href="#">Depletion of a Non-Renewable Resource</a>		
23	<a href="#">Aesthetics</a>		

**Table B.** Would your project use, disturb, or produce any chemicals or biological substances? (i.e., pesticides, industrial process, fuels, lubricants, bacteria) If not, skip to Section C.

Please indicate if any of the materials or processes listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific type, use, or condition
1	<a href="#">Polychlorinated Biphenyls</a> (PCBs)				
2	<a href="#">Import, Manufacture, or Processing of Toxic Substances</a>				
3	<a href="#">Chemical Storage, Use, and Disposal</a>				
4	<a href="#">Pesticide Use</a>				
5	<a href="#">Hazardous, Toxic, or Criteria Pollutant Air Emissions</a>				
6	<a href="#">Liquid Effluent</a>				
7	<a href="#">Underground Extraction/Injection</a> (hazardous substances)				

8	<a href="#">Hazardous Waste</a>				
9	<a href="#">Underground Storage Tanks</a>				
10	<a href="#">Biological Materials</a> . Indicate if genetically altered materials are involved.				

**Table C.** Would your project require or produce any radiological materials? If not, skip to Part III.  
Please indicate if any of the materials listed below applies.

Item No.	Description	Yes/No	Quantity	Permit required? Type?	Specific nature of use
1	<a href="#">Radioactive Mixed Waste</a>				
2	<a href="#">Radioactive Waste</a>				
3	<a href="#">Radiation Exposures</a>				

### Part III: Contact Information

Please provide the name of the preparer of this form and a contact person who can answer questions or provide additional information.

Preparer \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

Contact \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-mail Address \_\_\_\_\_

## **ATTACHMENT 5**

### **Budget Instructions**

To enable the Bureau of Energy Systems to evaluate all project costs, applicants must submit a proposed budget that corresponds to the Work Plan and the Project Timeline. The budget should reflect the best estimate of actual costs.

**A fifty percent (50%) match is required** of the total allowable project costs (i.e. the sum of the State Energy Program share and the recipient share of allowable costs equals the total allowable project costs).

Disallowed costs include but are not limited to the following: sick pay, vacation pay, holiday pay, payroll taxes, vehicles, computers, real property (e.g. land and buildings) parking, tuition reimbursement/remission, vehicle allowance, car rental, seminars, conferences, meetings, subscriptions, dues, memberships, and repair of buildings and structures. Expenditures per 10 CFR 420.18 or otherwise prohibited under the ARRA of 2009, Public Law 111-5 are additionally disallowed.

Grant funds are restricted to the purchase of equipment and other costs directly associated with the purchase and installation of equipment such as materials, supplies, and contractual services. Equipment is defined as non-expendable personal property having a useful life of more than one year and a real cost of \$1,000 or more.

Grant funds may not be used for personnel salaries/wages and fringe benefits, and travel. Also, grant funds may not be used for supplies and materials, contractual services, and any other costs not directly associated with the purchase and installation of equipment. However, these costs are allowable as applicant match.

State of Michigan travel rates must be used for all travel expenses (see Attachment 9).

#### **Instructions:**

1. Applicant(s) must use the Approved Budget form available online ([Click Here](#)). All budget categories must be addressed. Please use "NA" or "None" to indicate there are no costs associated with a given budget category.
2. Personnel – include all staff performing work on the project. For each staff person, provide their name, job title, annual salary/wages, and percent of time dedicated to the grant project.
3. Fringe Benefits – allowable benefits typically include health insurance, dental insurance, and optical insurance. For each listed staff person, provide their fringe benefit rate, and confirm their annual fringe benefit cost. Note, applicant(s) will be required to detail/justify the fringe rates given in their proposed budget prior to an agreement being finalized.
4. Contractual Services – include all anticipated service contracts required for the project. Provide the vendor or contract name, the service to be provided, and the dollar amounts to be paid using grant funds and/or matching funds.
5. Supplies & Materials – include items costing less than \$1,000 per unit. Provide the item, unit cost, and quantity of units. Confirm the matching funds amount.
6. Equipment – include items costing \$1,000 or more per unit and having a useful life of one year or more. Provide the item, unit cost, quantity of units, and the dollar amounts to be paid using grant funds, and/or matching funds.

7. Other Direct Costs - include all other known direct costs not otherwise categorized or disallowed. Provide the title/name and the cost of each item/service listed.
8. Travel – include all mileage, lodging, meals, and other known travel costs. Provide travel costs separately as mileage, lodging, meals, and other known travel costs. State of Michigan travel rates must be used (see Attachment 9), and out-of-state travel must be directly related to the grant project and approved by the State Energy Program Administrator.
9. Indirect Rate – Provide the indirect rate (up to 20% maximum) used by applicant's organization as a percentage of total personnel and fringe benefits. Confirm the resulting dollar amount for grant funds. Indirect costs can not be used as match. Note, applicant(s) will be required to detail/justify their indirect rate given in their budget prior to an agreement being finalized.
10. Totals – confirm the total dollar amounts for each listed line item and each column.

**Additional Budget Information:**

1. At such time that proposals are approved by the MEO, modifications of proposals may be necessary. If the MEO does not award the total amount requested in the original proposal, selected applicant(s) will be required to submit a revised proposal for the purpose of entering into a Grant Agreement. For those receiving less than requested in their proposals, the proportion of direct costs to indirect costs will remain the same as in their original request. New line items to the revised budget are not allowed.
2. Selected applicant(s) assumes the responsibility for ensuring the grant project is performed within the established timeline.
3. Selected applicant(s) assumes the responsibility of ensuring all unexpended grant funds are returned to the State of Michigan at the end of the grant period.
4. If the entire State share of the grant award is expended, the entire in-kind and/or matched funds must be spent and supported by source documentation. If the entire State share of the grant award is not spent, the in-kind and/or matched funds may be reduced proportionately by the percentage of the grant award not spent.
5. Indirect costs *must be proportionately reduced* if the selected applicant(s) does not expend the entire grant award by the end of the grant term. The adjustment for the reduction shall be calculated by determining the percentage of the grant not spent. This percentage is the amount to be reduced from the indirect costs total. Indirect costs shall be based on a percentage of the budget line items listed under the State share column. Indirect costs must be utilized for this grant within the established timeline.
6. Selected applicant(s) may not commingle award funds with current or future awards received from the SEP. Financial assistance from each funding source must be managed, reported, and accounted for separately from all funding sources.
7. Should selected applicant(s) cease business operations or dissolve the program established under the grant agreement, existing capital must be returned to the state of Michigan.



## ATTACHMENT 6

# FINAL DAVIS BACON ACT (DBA) CLAUSES AS APPROVED BY THE DEPARTMENT OF LABOR (DOL) FOR USE IN FINANCIAL ASSISTANCE PROGRAMS OTHER THAN WEATHERIZATION ASSISTANCE PROGRAMS AND LOAN PROGRAMS

November 6, 2009

### **Clause XXX. Davis Bacon Act and Contract Work Hours and Safety Standards Act.**

**Definitions:** For purposes of this clause, Clause XXX, Davis Bacon Act and Contract Work Hours and Safety Standards Act, the following definitions are applicable:

- (1) "Award" means any grant, cooperative agreement or technology investment agreement made with Recovery Act funds by the Department of Energy (DOE) to a Recipient. Such Award must require compliance with the labor standards clauses and wage rate requirements of the Davis-Bacon Act (DBA) for work performed by all laborers and mechanics employed by Recipients (other than a unit of State or local government whose own employees perform the construction) Subrecipients, Contractors, and subcontractors.
- (2) "Contractor" means an entity that enters into a Contract. For purposes of these clauses, Contractor shall include (as applicable) prime contractors, Recipients, Subrecipients, and Recipients' or Subrecipients' contractors, subcontractors, and lower-tier subcontractors. "Contractor" does not mean a unit of State or local government where construction is performed by its own employees."
- (3) "Contract" means a contract executed by a Recipient, Subrecipient, prime contractor, or any tier subcontractor for construction, alteration, or repair. It may also mean (as applicable) (i) financial assistance instruments such as grants, cooperative agreements, technology investment agreements, and loans; and, (ii) Sub awards, contracts and subcontracts issued under financial assistance agreements. "Contract" does not mean a financial assistance instrument with a unit of State or local government where construction is performed by its own employees.
- (4) "Contracting Officer" means the DOE official authorized to execute an Award on behalf of DOE and who is responsible for the business management and non-program aspects of the financial assistance process.
- (5) "Recipient" means any entity other than an individual that receives an Award of Federal funds in the form of a grant, cooperative agreement, or technology investment agreement directly from the Federal Government and is financially accountable for the use of any DOE funds or property, and is legally responsible for carrying out the terms and conditions of the program and Award.
- (6) "Subaward" means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a Recipient to an eligible Subrecipient or by a Subrecipient to a lower-tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include the Recipient's procurement of goods and services to carry out the program nor does it include any form of assistance which is excluded from the definition of "Award" above.
- (7) "Subrecipient" means a non-Federal entity that expends Federal funds received from a Recipient to carry out a Federal program, but does not include an individual that is a beneficiary of such a program.

### **(a) Davis Bacon Act**

#### **(1) Minimum wages.**

(i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and, without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the Contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (a)(1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in § 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the

rate specified for each classification for the time actually worked therein, *provided* that the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classification and wage rates conformed under paragraph (a)(1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the Contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The Contracting Officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the Contract shall be classified in conformance with the wage determination. The Contracting Officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination;

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the Contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the Contracting Officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the Contracting Officer to the Administrator of the Wage and Hour Division, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the Contracting Officer or will notify the Contracting Officer within the 30-day period that additional time is necessary.

(C) In the event the Contractor, the laborers or mechanics to be employed in the classification or their representatives, and the Contracting Officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the Contracting Officer shall refer the questions, including the views of all interested parties and the recommendation of the Contracting Officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the Contracting Officer or will notify the Contracting Officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii)(B) or (C) of this section, shall be paid to all workers performing work in the classification under this Contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the Contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the Contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the Contractor does not make payments to a trustee or other third person, the Contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, *provided* that the Secretary of Labor has found, upon the written request of the Contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the Contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(2) Withholding. The Department of Energy or the Recipient or Subrecipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the Contractor under this Contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the Contractor or any subcontractor the full amount of wages required by the Contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under

the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the Contract, the Department of Energy, Recipient, or Subrecipient, may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records.

(i) Payrolls and basic records relating thereto shall be maintained by the Contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made, and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the Contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii) (A) The Contractor shall submit weekly for each week in which any Contract work is performed a copy of all payrolls to the Department of Energy if the agency is a party to the Contract, but if the agency is not such a party, the Contractor will submit the payrolls to the Recipient or Subrecipient (as applicable), applicant, sponsor, or owner, as the case may be, for transmission to the Department of Energy. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under 29 CFR 5.5(a)(3)(i), except that full social security numbers and home addresses shall not be included on weekly transmittals. Instead, the payrolls shall only need to include an individually identifying number for each employee (e.g., the last four digits of the employee's social security number). The required weekly payroll information may be submitted in any form desired. Optional Form WH-347 is available for this purpose from the Wage and Hour Division Web site at <http://www.dol.gov/esa/whd/forms/wh347instr.htm> or its successor site. The prime Contractor is responsible for the submission of copies of payrolls by all subcontractors. Contractors and subcontractors shall maintain the full social security number and current address of each covered worker, and shall provide them upon request to the Department of Energy if the agency is a party to the Contract, but if the agency is not such a party, the Contractor will submit them to the Recipient or Subrecipient (as applicable), applicant, sponsor, or owner, as the case may be, for transmission to the Department of Energy, the Contractor, or the Wage and Hour Division of the Department of Labor for purposes of an investigation or audit of compliance with prevailing wage requirements. It is not a violation of this section for a prime contractor to require a subcontractor to provide addresses and social security numbers to the prime contractor for its own records, without weekly submission to the sponsoring government agency (or the Recipient or Subrecipient (as applicable), applicant, sponsor, or owner).

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the Contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the Contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be provided under § 5.5 (a)(3)(ii) of Regulations, 29 CFR part 5, the appropriate information is being maintained under § 5.5 (a)(3)(i) of Regulations, 29 CFR part 5, and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the Contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the Contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the Contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 3729 of title 31 of the United States Code.

(iii) The Contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Department of Energy or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the Contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the Contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees—

(i) Apprentices. Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Office of Apprenticeship Training, Employer and Labor Services, or with a State Apprenticeship Agency recognized by the Office, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Office of Apprenticeship Training, Employer and Labor Services or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the Contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a Contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the Contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Office of Apprenticeship Training, Employer and Labor Services, or a State Apprenticeship Agency recognized by the Office, withdraws approval of an apprenticeship program, the Contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees. Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid

fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the Contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity. The utilization of apprentices, trainees, and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended and 29 CFR part 30.

(5) Compliance with Copeland Act requirements. The Contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this Contract.

(6) Contracts and Subcontracts. The Recipient, Subrecipient, the Recipient's, and Subrecipient's contractors and subcontractor shall insert in any Contracts the clauses contained herein in(a)(1) through (10) and such other clauses as the Department of Energy may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The Recipient shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of the paragraphs in this clause.

(7) Contract termination: debarment. A breach of the Contract clauses in 29 CFR 5.5 may be grounds for termination of the Contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements. All rulings and interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this Contract.

(9) Disputes concerning labor standards. Disputes arising out of the labor standards provisions of this Contract shall not be subject to the general disputes clause of this Contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the Recipient, Subrecipient, the Contractor (or any of its subcontractors), and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility.

(i) By entering into this Contract, the Contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the Contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this Contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

**(b) Contract Work Hours and Safety Standards Act.** As used in this paragraph, the terms laborers and mechanics include watchmen and guards.

(1) Overtime requirements. No Contractor or subcontractor contracting for any part of the Contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section, the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The Department of Energy or the Recipient or Subrecipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Contracts and Subcontracts. The Recipient, Subrecipient, and Recipient's and Subrecipient's contractor or subcontractor shall insert in any Contracts, the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The Recipient shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

(5) The Contractor or subcontractor shall maintain payrolls and basic payroll records during the course of the work and shall preserve them for a period of three years from the completion of the Contract for all laborers and mechanics, including guards and watchmen, working on the Contract. Such records shall contain the name and address of each such employee, social security number, correct classifications, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. The records to be maintained under this paragraph shall be made available by the Contractor or subcontractor for inspection, copying, or transcription by authorized representatives of the Department of Energy and the Department of Labor, and the Contractor or subcontractor will permit such representatives to interview employees during working hours on the job.

## **ATTACHMENT 7**

### **NATIONAL POLICY ASSURANCES TO BE INCORPORATED AS AWARD TERMS**

(August 2008)

To the extent that a term does not apply to a particular type of activity or award, it is self-deleting.

#### **I. Nondiscrimination Policies**

You must comply with applicable provisions of the following national policies prohibiting discrimination:

1. On the basis of race, color, or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), as implemented by DOE regulations at 10 CFR part 1040;
2. On the basis of sex or blindness, in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), as implemented by DOE regulations at 10 CFR parts 1041 and 1042;
3. On the basis of age, in the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), as implemented by Department of Health and Human Services regulations at 45 CFR part 90 and DOE regulations at 10 CFR part 1040;
4. On the basis of disability, in Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), as implemented by Department of Justice regulations at 28 CFR part 41 and DOE regulations at 10 CFR part 1041;
5. On the basis of race, color, national origin, religion, disability, familial status, and sex under Title VIII of the Civil Rights Act (42 U.S.C. 3601 et seq.) as implemented by the Department of Housing and Urban Development at 24 CFR part 100; and
6. On the basis of disability in the Architectural Barriers Act of 1968 (42 U.S.C. 4151 et seq.) for the design, construction, and alteration of buildings and facilities financed with Federal funds.

#### **II. Environmental Policies**

You must:

1. Comply with applicable provisions of the Clean Air Act (42 U.S.C. 7401, et. seq.) and Clean Water Act (33 U.S.C. 1251, et. seq.), as implemented by Executive Order 11738 [3 CFR, 1971-1975 Comp., p. 799] and Environmental Protection Agency rules at 40 CFR part 32, Subpart J. 1.
2. Immediately identify to us, as the awarding agency, any potential impact that you find this award may have on:
  - A. The quality of the human environment, including wetlands, and provide any help we may need to comply with the National Environmental Policy Act (NEPA, at 42 U.S.C. 4321 et. seq.) and assist us to prepare Environmental Impact Statements or other environmental documentation. In such cases, you may take no action that will have an adverse environmental impact (e.g., physical disturbance of a site such as breaking of ground) or limit the choice of reasonable alternatives until we provide written notification of Federal compliance with NEPA, as implemented by DOE at 10 CFR part 1021.
  - B. Flood-prone areas, and provide any help we may need to comply with the National Flood Insurance Act of 1968 and Flood Disaster Protection Act of 1973 (42 U.S.C. 4001 et. seq.), which require flood insurance, when available, for Federally assisted construction or acquisition in flood-prone areas, as implemented by DOE at 10 CFR part 1022.
  - C. Use of land and water resources of coastal zones, and provide any help we may need to comply with the Coastal Zone Management Act of 1972 (16 U.S.C. 1451, et. seq.).
  - D. Coastal barriers along the Atlantic and Gulf coasts and Great Lakes' shores, and provide help we may need to comply with the Coastal Barriers Resource Act (16 U.S.C. 3501 et. seq.), concerning preservation of barrier resources.
  - E. Any existing or proposed component of the National Wild and Scenic Rivers system, and provide any help we may need to comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.).

- F. Underground sources of drinking water in areas that have an aquifer that is the sole or principal drinking water source, and provide any help we may need to comply with the Safe Drinking Water Act(42 U.S.C. 300h-3).
- 3. Comply with applicable provisions of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), as implemented by the Department of Housing and Urban Development at 24 CFR part 35. The requirements concern lead-based paint in housing owned by the Federal Government or receiving Federal assistance.
- 4. Comply with section 6002 of the Resource Conservation and Recovery Act of 1976, as amended (42 U.S.C. 6962), and implementing regulations of the Environmental Protection Agency, 40 CFR Part 247, which require the purchase of recycled products by States or political subdivision of States.

### III. Live Organisms

- 1. **Human research subjects.** You must protect the rights and welfare of individuals that participate as human subjects in research under this award in accordance with the Common Federal Policy for the Protection of Human Subjects (45 CFR part 46), as implemented by DOE at 10 CFR part 745.
- 2. **Animals and plants.**
  - A. You must comply with applicable provisions of Department of Agriculture rules at 9 CFR parts 1-4 that implement the Laboratory Animal Welfare Act of 1966 (7 U.S.C. 2131-2156) and provide for humane transportation, handling, care, and treatment of animals used in research, experimentation, or testing under this award.
  - B. You must follow the guidelines in the National Academy of Sciences(NAS) Publication "Guide for the Care and Use of Laboratory Animals"(1996, which may be found currently at <http://www.nap.edu/readingroom/books/labrats/>) and comply with the Public Health Service Policy and Government principles Regarding the Care and use of animals (included as Appendix D to the NAS Guide).
  - C. You must immediately identify to us, as the awarding agency, any potential impact that you find this award may have on endangered species, as defined by the Endangered Species Act of 1973, as amended ("the Act," 16 U.S.C. 1531-1543), and implementing regulations of the Departments of the Interior (50 CFR parts 10-24) and Commerce (50 CFR parts 217-227). You also must provide any help we may need to comply with 16 U.S.C. 1536(a)(2). This is not in lieu of responsibilities you have to comply with provisions of the Act that apply directly to you as a U.S. entity, independent of receiving this award.

### IV. Other National Policies

- 1. **Debarment and suspension.** You must comply with requirements regarding debarment and suspension in Subpart C of 2 CFR parts 180 and 901.
- 2. **Drug-free workplace.** You must comply with drug-free workplace requirements in Subpart B of 10 CFR part 607, which implements sec. 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701, et seq.).
- 3. **Lobbying.**
  - A. You must comply with the restrictions on lobbying in 31 U.S.C.1352, as implemented by DOE at 10 CFR part 601, and submit all disclosures required by that statute and regulation.
  - B. If you are a nonprofit organization described in section 501(c)(4)of title 26, United States Code (the Internal Revenue Code of 1968),you may not engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 (2 U.S.C., Chapter 26). If we determine that you have engaged in lobbying activities, we will cease all payments to you under this and other awards and terminate the awards unilaterally for material failure to comply with the award terms and conditions. By submitting an application and accepting funds under this agreement, you assure that you are not an organization described in section 501(c)(4) that has engaged in any lobbying activities described in the Lobbying Disclosure Act of 1995 (2 U.S.C. 1611).
  - C. You must comply with the prohibition in 18 U.S.C. 1913 on the use of Federal funds, absent express Congressional authorization, to pay directly or indirectly for any service, advertisement or other written matter, telephone communication, or other device intended to influence at any



time a Member of Congress or official of any government concerning any legislation, law, policy, appropriation, or ratification.

4. **Officials not to benefit.** You must comply with the requirement that no member of Congress shall be admitted to any share or part of this agreement, or to any benefit arising from it, in accordance with 41 U.S.C. 22.
5. **Hatch Act.** If applicable, you must comply with the provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7326), as implemented by the Office of Personnel Management at 5 CFR part 151, which limits political activity of employees or officers of State or local governments whose employment is connected to an activity financed in whole or part with Federal funds.
6. **Native American graves protection and repatriation.** If you control or possess Native American remains and associated funerary objects, you must comply with the requirements of 43 CFR part 10, the Department of the Interior implementation of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C., chapter 32).
7. **Fly America Act.** You must comply with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. 40118), commonly referred to as the "Fly America Act," and implementing regulations at 41 CFR 301-10.131 through 301-10.143. The law and regulations require air transport of people or property to, from, between or within a country other than the United States, the cost of which is supported under this award, to be performed by or under a cost-sharing arrangement with a U.S. flag carrier, if service is available.
8. **Use of United States-flag vessels.**
  - A. Pursuant to Pub. L. 664 (43 U.S.C. 1241(b)), at least 50 percent of any equipment, materials or commodities procured, contracted for or otherwise obtained with funds under this award, and which may be transported by ocean vessel, must be transported on privately owned United States-flag commercial vessels, if available.
  - B. Within 20 days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in paragraph 9.a of this section shall be furnished to both our award administrator (through you in the case of your contractor's bill-of-lading) and to the Division of National Cargo, Office of Market Development, Maritime Administration, Washington, DC 20590.
9. **Research misconduct.** You must comply with the government-wide policy on research misconduct issued by the Office of Science and Technology Policy (available in the Federal Register at 65 FR 76260, December 6, 2000, or on the Internet at [www.ostp.gov](http://www.ostp.gov)), as implemented by DOE at 10 CFR part 733 and 10 CFR 600.31.
10. **Requirements for an Institution of Higher Education Concerning Military recruiters and Reserve Officers Training Corps (ROTC).**
  - A. As a condition for receiving funds under an award by the National Nuclear Security Administration of the Department of Energy, you agree that you are not an institution of higher education that has a policy or practice placing any of the restrictions specified in 10 U.S.C. 983, as implemented by 32 CFR part 216, on:
    - i. Maintenance, establishment, or operation of Senior ROTC units, or student participation in those units;
    - ii. or Military recruiters' access to campuses, students on campuses, or information about students.
  - B. If you are determined, using the procedures in 32 CFR part 216, to be such an institution of higher education during the period of performance of this award, we:
    - i. Will cease all payments to you of funds under this award and all other awards subject to the requirements in 32 CFR part 216; and
    - ii. May suspend or terminate those awards unilaterally for material failure to comply with the award terms and conditions.

11. **Historic preservation.** You must identify to us any:
- A. Any property listed or eligible for listing on the National Register of Historic Places that will be affected by this award, and provide any help we may need, with respect to this award, to comply with Section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. 470f), as implemented by the Advisory Council on Historic Preservation regulations at 36 CFR part 800 and Executive Order 11593, "Identification and Protection of Historic Properties," [3 CFR, 1971-1975 Comp., p. 559].
  - B. Potential under this award for irreparable loss or destruction of significant scientific, prehistorical, historical, or archeological data, and provide any help we may need, with respect to this award, to comply with the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1, et seq.).
12. **Relocation and real property acquisition.** You must comply with applicable provisions of 49 CFR part 24, which implements the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. 4601, et seq.) and provides for fair and equitable treatment of persons displaced by federally assisted programs or persons whose property is acquired as a result of such programs.
13. **Confidentiality of patient records.** You must keep confidential any records that you maintain of the identity, diagnosis, prognosis, or treatment of any patient in connection with any program or activity relating to substance abuse education, prevention, training, treatment, or rehabilitation that is assisted directly or indirectly under this award, in accordance with 42 U.S.C. 290dd-2.
14. **Constitution Day.** You must comply with Public Law 108-447, Div. J, Title I, Sec. 111 (36 U.S.C. 106 note), which requires each educational institution receiving Federal funds in a Federal fiscal year to hold an educational program on the United States Constitution on September 17th during that year for the students served by the educational institution.
15. **Trafficking in Persons**
- A. Provisions applicable to a recipient that is a private entity.
    - i. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not—
      - a. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
      - b. Procure a commercial sex act during the period of time that the award is in effect; or
      - c. Use forced labor in the performance of the award or subawards under the award.
    - ii. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
      - a. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
      - b. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
        - (1) Associated with performance under this award; or
        - (2) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 901.
  - B. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—
    - i. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
      - (a) Associated with performance under this award; or
      - (b) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension

(Nonprocurement)," as implemented by our agency at 2 CFR part 901.

- C. Provisions applicable to any recipient.
  - i. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  - ii. Our right to terminate unilaterally that is described in paragraph a.2 or b. of this section:
    - (a) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
    - (b) Is in addition to all other remedies for noncompliance that are available to us under this award.
  - iii. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
  - iv. Definitions. For purposes of this award term:
    - (a) "Employee" means either:
      - (i) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
      - (ii) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
    - (b) "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
    - (c) "Private entity":
      - (i) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
      - (ii) Includes:
        - aa. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
        - bb. A for-profit organization.
    - (d) "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

**V. National Policy Requirements for Subawards.**

Recipient responsibility. You must include in any subaward you make under this award the requirements of the national policy requirements in Sections I through IV of this document that apply, based on the type of subawardee organization and situation.

## ATTACHMENT 8

### Approved Budget Form – Illustrative Purposes Only

Applicant(s) must use the Approved Budget form available online ([Click Here](#))

#### MICHIGAN ENERGY OFFICE PROGRAM BUDGET

<b>Applicant Name:</b>						
<b>Program Name:</b>	State Energy Program, Industrial Energy Efficient Technology Demonstration					
<b>Tracking Code Number:</b>	NA					

  

PERSONNEL	ANNUAL	GRANT	MATCH	OTHER		
NAME & TITLE	PERCENTAGE	SALARY	AMOUNT	AMOUNT	RESOURCES	TOTAL
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
		\$ -	NA			\$0.00
Rounding Error Compensation			NA			
<b>PERSONNEL Subtotal</b>				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

  

FRINGE BENEFITS	GRANT	MATCH	OTHER		
NAME & TITLE	RATE	AMOUNT	AMOUNT	RESOURCES	TOTAL
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
0		NA			\$ -
Rounding Error Compensation		NA			
<b>FRINGE BENEFITS Subtotal</b>			\$ -	\$ -	\$ -
<b>PERSONNEL &amp; FRINGE BENEFITS Subtotal</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

CONTRACTUAL SERVICES						
NAME	SERVICE	GRANT AMOUNT	MATCH AMOUNT	OTHER RESOURCES	TOTAL	
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
					\$	-
CONTRACTUAL SERVICES Subtotal		\$ -	\$ -	\$ -	\$	-

  

SUPPLIES AND MATERIALS						
SUPPLIES & MATERIALS (itemize)	UNIT QUANTITY	UNIT COST	GRANT AMOUNT	MATCH AMOUNT	OTHER RESOURCES	TOTAL
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
SUPPLIES AND MATERIALS Subtotal				\$ -	\$ -	\$ -

  

EQUIPMENT (any item over \$1000)						
EQUIPMENT (itemize)	UNIT QUANTITY	UNIT COST	GRANT AMOUNT	MATCH AMOUNT	OTHER RESOURCES	TOTAL
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
						\$ -
EQUIPMENT Subtotal			\$ -	\$ -	\$ -	\$ -

  

OTHER DIRECT COSTS						
	COST	GRANT AMOUNT	MATCH AMOUNT	OTHER RESOURCES	TOTAL	
		NA			\$	-
		NA			\$	-
		NA			\$	-
		NA			\$	-

		NA			\$	-
		NA			\$	-
		NA			\$	-
		NA			\$	-
		NA			\$	-
		NA			\$	-
<b>OTHER DIRECT COSTS Subtotal</b>				\$ -	\$ -	\$ -
<b>TRAVEL</b>	<b>MILES</b>	<b>RATE</b>	<b>GRANT AMOUNT</b>	<b>MATCH AMOUNT</b>	<b>OTHER RESOURCES</b>	<b>TOTAL</b>
MILEAGE		\$ 0.365	NA			\$ -
	<b>NIGHTS</b>	<b>RATE</b>				
LODGING			NA			\$ -
	<b>QUANTITY (days)</b>	<b>RATE</b>				
MEALS			NA			\$ -
<b>OTHER (itemize)</b>	<b>QUANTITY</b>	<b>RATE</b>				
			NA			\$ -
			NA			\$ -
			NA			\$ -
			NA			\$ -
			NA			\$ -
<b>TRAVEL Subtotal: (If Applicable)</b>				\$ -	\$ -	\$ -
			<b>GRANT AMOUNT</b>	<b>MATCH AMOUNT</b>	<b>OTHER RESOURCES</b>	<b>TOTAL</b>
<b>DIRECT COST Subtotal</b>			\$ -	\$ -	\$ -	\$ -
			<b>RATE</b>			
<b>INDIRECT COST (20% Max)</b>			\$ -	NA	NA	\$ -
			<b>GRANT AMOUNT</b>	<b>MATCH AMOUNT</b>	<b>OTHER RESOURCES</b>	<b>TOTAL</b>
<b>TOTAL COST</b>			\$ -	\$ -	\$ -	\$ -

Note: A **fifty percent (50%) match is required** of the total allowable project costs (i.e. the sum of the State Energy Program share and the recipient share of allowable costs equals the total allowable project costs).

## **ATTACHMENT 9**

### **State Travel Rates**

**DEPARTMENT OF TECHNOLOGY MANAGEMENT & BUDGET,  
VEHICLE AND TRAVEL SERVICES (VTS)  
SCHEDULE OF TRAVEL RATES FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES  
RATES EFFECTIVE JANUARY 1, 2011**

#### **MICHIGAN SELECT CITIES \***

Meals and Lodging	
Lodging**	\$65.00
Breakfast	8.75
Lunch	8.75
Dinner	21.00

#### **IN-STATE ALL OTHER**

Meals and Lodging	
Lodging **	\$65.00
Breakfast	7.25
Lunch	7.25
Dinner	16.50

#### **OUT-OF-STATE SELECT CITIES \***

Meals and Lodging	Contact Conlin Travel
Lodging **	for reservations
Breakfast	11.00
Lunch	11.00
Dinner	22.00

#### **OUT-OF-STATE ALL OTHER**

Meals and Lodging	Contact Conlin Travel
Lodging **	for reservations
Breakfast	8.75
Lunch	8.75
Dinner	20.50

Incidental Costs per day (with overnight stay)	\$2.00
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#### **MILEAGE RATES**

Standard Rate	\$.365 per mile
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\*\* Lodging available nightly at state rate, or call Conlin Travel (517) 492-1402.

**SELECT HIGH COST CITY LIST**  
**TRAVEL RATE REIMBURSEMENT FOR CLASSIFIED and UNCLASSIFIED EMPLOYEES**  
**EFFECTIVE OCTOBER 1, 2010**

<b>MICHIGAN SELECT CITIES AND COUNTIES</b>	
<b>CITIES</b>	<b>COUNTIES</b>
<b>Ann Arbor</b> <b>Charlevoix</b> <b>Detroit</b> <b>Holland</b> <b>Mackinaw City</b> <b>Pontiac/Auburn Hills</b> <b>South Haven</b>	<b>All of Wayne</b> <b>All of Oakland</b>

<b>OUT-OF-STATE SELECT CITIES</b>			
<b>STATE</b>	<b>SELECT CITY OR COUNTY AS DEFINED</b>	<b>STATE</b>	<b>SELECT CITY OR COUNTY AS DEFINED</b>
<b>ARIZONA</b>	<b>Sedona</b> <b>Yavapai</b>	<b>MINNESOTA</b>	<b>Minneapolis / St. Paul</b>
<b>CALIFORNIA</b>	<b>Los Angeles (Los Angeles, Orange &amp; Ventura Counties, and Edwards AFB) / Monterey / Napa Palm Springs / San Diego / San Francisco</b> <b>Santa Monica / Santa Rosa / South Lake Tahoe / Truckee</b> <b>Yosemite National Park</b>	<b>NEW JERSEY</b>	<b>Cape May / Ocean City</b>
<b>COLORADO</b>	<b>Aspen / Telluride / Vail</b>	<b>NEVADA</b>	<b>Las Vegas</b> <b>Stateline (Douglas County)</b>
<b>CONNECTICUT</b>	<b>Bridgeport / Danbury</b>	<b>NEW MEXICO</b>	<b>Santa Fe</b>
<b>DISTRICT OF COLUMBIA</b>	<b>Washington DC (Also the cities of Alexandria, Falls Church, Fairfax &amp; Counties of Arlington, Loudon Fairfax, in Virginia and the Counties of Montgomery and Prince George in Maryland)</b>	<b>NEW YORK</b>	<b>Manhattan (the borough of Manhattan, Brooklyn, Bronx Queens, Staten Island)</b> <b>River Head / Ronkonkoma</b> <b>Melville / Smithtown / Huntington Station, (Suffolk County)</b> <b>Tarrytown / White Plains / New Rochelle</b>
<b>FLORIDA</b>	<b>Boca Raton / Delray Beach / Jupiter / Fort Lauderdale / Key West</b>	<b>PENNSYLVANIA</b>	<b>Bucks County / Pittsburgh</b>
<b>ILLINOIS</b>	<b>Chicago (Cook and Lake Counties)</b>	<b>RHODE ISLAND</b>	<b>Bristol / Jamestown / Middletown</b> <b>Newport (Newport County)</b> <b>Providence</b>
<b>LOUISIANA</b>	<b>New Orleans</b>	<b>TEXAS</b>	<b>Austin / Dallas / Houston</b> <b>L.B. Johnson Space Center</b>
<b>MARYLAND</b>	<b>Counties of Montgomery and Prince Georges / Baltimore City / Ocean City</b>	<b>UTAH</b>	<b>Park City (Summit County)</b>
<b>MASSACHUSETTS</b>	<b>Boston (Suffolk County) / Cambridge / Burlington</b> <b>Woburn / Martha's Vineyard</b>	<b>VERMONT</b>	<b>Manchester</b> <b>Stowe (Lamoille County)</b>
		<b>VIRGINIA</b>	<b>Alexandria / Falls Church / Fairfax</b>
		<b>WASHINGTON</b>	<b>Seattle</b>